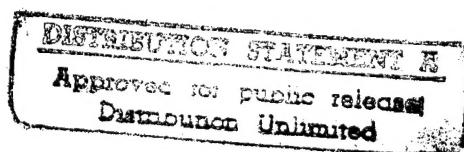


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## DEPARTMENT OF DEFENSE

# Acquisition Career Development Program



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Under Secretary of Defense (Acquisition and Technology)



ACQUISITION AND  
TECHNOLOGY

THE UNDER SECRETARY OF DEFENSE  
3010 DEFENSE PENTAGON  
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November 22, 1995

## FOREWORD

This Manual is issued under the authority of DoD Directive 5000.52, "Defense Acquisition Education, Training, and Career Development Program," October 25, 1991. It prescribes procedures for a DoD career development program for acquisition personnel, consistent with the general policies and authorities stated in DoD Directive 1430.2, "Civilian Career Management," June 13, 1981 and component civilian and military personnel regulations. Further, it implements Chapter 87 of title 10, United States Code.

DoD 5000.52-M, "Career Development Program for Acquisition Personnel," November 1991, is hereby canceled. Appendixes A through K of this Manual supersede enclosures 3 through 16 of DoD Instruction 5000.58, "Defense Acquisition Workforce," January 14, 1992, in accordance with the Under Secretary of Defense for Acquisition and Technology Memorandum, "Conforming Changes to DoD Instruction 5000.58," November 22, 1995.

This Manual applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, Management Headquarters Activities and Management Headquarters Support Activities (as defined in DoD Directive 5100.73 "Department of Defense Management Headquarters and Headquarters Support Activities," November 25, 1988), the DoD colleges and universities, and the Defense Support Agencies (hereafter referred to collectively as "the DoD Components").

This Manual applies to all acquisition workforce members, both military and civilian, who are in or desire to be in the following acquisition career fields: program management; communications-computer systems; acquisition logistics; auditing; business, cost estimating and financial management; contracting (including construction); industrial and/or contract property management; manufacturing, production, and quality assurance; purchasing (including procurement technician); systems planning, research, development, and engineering; and test and evaluation. Additional acquisition career fields may be added if determined to be applicable by the Under Secretary of Defense for Acquisition and Technology.



Program management oversight; education, training, and career development; and Defense Logistics Agency (DLA) multifunction management position categories are covered by this Manual. Individuals in those position categories follow the acquisition career fields for the functional area listed above in the fourth paragraph.

This Manual does not apply to personnel paid from nonappropriated funds or foreign nationals employed overseas under tailored foreign employment programs. The standards prescribed in this Manual are mandatory DoD-wide and are to be implemented directly without supplementation by the DoD Components. Only the standards identified in this Manual as mandatory may be used for certification. The Heads of the DoD Components may issue implementation instructions. Copies of implementing instructions shall be forwarded to the address given below for coordination 90 days before issuance.

Send recommended changes to this Manual to:

Under Secretary of Defense for Acquisition and Technology  
Attention: Director, Acquisition Education, Training, and Career  
Development  
3630 Defense Pentagon  
Washington, DC 20301-3630

The DoD Components may obtain copies of this Manual through their own Publications channels. Approved for public release; distribution unlimited. Authorized registered users may obtain copies of this Manual from the Defense Technical Information Center, 8725 John J. Kingman Rd., STE 0944, Ft. Belvoir, VA 22060-6218. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

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## REFERENCES

- (a) DoD Directive 5000.1, "Defense Acquisition," February 23, 1991
- (b) DoD Instruction 5000.2, "Defense Acquisition Management Policies and Procedures," February 23, 1991
- (c) Federal Acquisition Regulation, current edition
- (d) Sections 2430, 2432, 2435, and Chapter 87 of title 10, United States Code
- (e) DoD Directive 5000.57, "Defense Acquisition University," October 22, 1991
- (f) DoD Directive 5100.73, "Department of Defense Management Headquarters and Headquarters Support Activities," November 25, 1988
- (g) DoD Instruction 5000.58 "Defense Acquisition Workforce," January 14, 1992
- (h) DoD Directive 5000.52, "Defense Acquisition Education, Training, and Career Development Program," October 25, 1991
- (i) Office of the Under Secretary of Defense Guide, ADS-95-03-GD "Mandatory Course Fulfillment Program and Competency Standards, July 1995"
- (j) Defense Federal Acquisition Regulations Supplements, current edition
- (k) DoD Directive 5134.1, "Under Secretary of Defense for Acquisition and Technology," June 8, 1994
- (l) Section 16 of the Federal Procurement Policy Act (41 U.S.C. 414)
- (m) DoD 5000.52-M, "Career Development Program for Acquisition Personnel," November 1991, authorized by DoD Directive 5000.52, October 25, 1991
- (n) U. S. Office of Personnel Management Qualifications Standards for General Schedule Positions, current edition
- (o) Office of the Under Secretary of Defense for (Acquisition and Technology) Catalog, "Defense Acquisition University Catalog," current edition
- (p) Office of the Under Secretary of Defense for (Acquisition and Technology) Directory, ADS-93-01-DIR, Volume 1, "Defense Acquisition University Directory: Satisfying Acquisition Corps Education Standards," June 1993
- (q) Defense Acquisition University Pamphlet "Prepare for Advancement Through Testing," August 3, 1992
- (r) DoD Directive 5500.7, "Standards of Conduct," August 30, 1993
- (s) DoD 5000.2-M, "DoD Acquisition Management Documentation and Reports," February 1991, authorized by DoD Instruction 5000.2, February 223, 1991
- (t) DoD Directive 8120.1, "Life-Cycle Management (LCM) of Automated Information Systems (AIS)," January 14, 1993
- (u) DoD Instruction 8120.2, "Automated Information system (AIS) Life Cycle Management (LCM) Process, Review and Milestone Approval Procedures"
- (v) Office of Personnel Management Position Classification Standard, "Grade Level Guide for Test and Evaluation Work in Engineering and Science Occupations," March 1990
- (w) Section 2306a of title 10 United States Code
- (x) DoD Directive 5105.36, "Defense Contract Audit Agency," June 8, 1978
- (y) DoD Instruction 5000.55, "Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Positions," November 1, 1991

## **DEFINITIONS**

1. **Acquisition**. The planning, design, development, testing, contracting, production, introduction, acquisition logistics support, and disposal of systems, equipment, facilities, supplies, or services that are intended for use in, or support of, military missions.
2. **Acquisition Career Program Boards (ACPB)**. Boards that advise DoD Component Heads or the Service Acquisition Executives in managing the accession, training, education, and career development of military and civilian personnel in the acquisition workforce and in selecting individuals for an acquisition corps.
3. **Acquisition Categories. (ACAT)**. Categories established to facilitate decentralized decision making and execution and compliance with statutorily imposed requirements. The categories determine the level of review, decision authority, and applicable procedures. For the definition of ACATs, refer to the definitions in this section for: Major Defense Acquisition Program (MDAP) (ACAT I), Significant Nonmajor Defense Acquisition Program (ACAT II), and Nonmajor Defense Acquisition Program (ACAT III/IV).
4. **Acquisition Corps**. A subset of a DoD Component's acquisition workforce composed of selected military or civilian personnel in the grades of Major, Lieutenant Commander or General Schedule GS 13 and above. There is one acquisition corps for each Military Department and one for the other DoD Components (including OSD and the Defense Agencies). Complete criteria, exceptions and waiver provisions for the acquisition corps are contained in Appendix M. In the Department of Navy, the acquisition corps is referred to as the "Acquisition Professional Community."
5. **Acquisition Experience**. Experience gained while assigned to an acquisition position. Also includes intern, exchange, education, or training with industry, and other acquisition developmental assignments. Includes experience in DoD acquisition positions and in comparable positions outside the Department of Defense.
6. **Acquisition Organization**. An organization, including its subordinate elements, whose mission includes planning, managing and/or executing acquisition programs which are governed by DoD Directive 5000.1, and DoD Instruction 5000.2, (references (a) and (b)) and related issuances. Specifically: the Office of the Under Secretary of Defense for Acquisition and Technology (OUSD(A&T)); the Office of Assistant Secretary of Army (Research, Development and Acquisition); the Army Materiel Command; the Army Information Systems Command; the Army Space and Strategic Defense Command; the Army Medical Research, Development, Acquisition and Logistics Command; the Army Acquisition Executive Support

Agency; the Office of the Assistant Secretary of the Navy (Research, Development, and Acquisition); the Naval Sea Systems Command; the Naval Air Systems Command; the Naval Supply Systems Command; the Naval Facilities Engineering Command; the Office of Naval Research; the Space and Naval Warfare Systems Command; the Navy Strategic Systems Program Office; the Navy Program Executive Officer and Direct Reporting Program Manager Organizations; the Marine Corps System Command; the Office of the Assistant Secretary of the Air Force (Acquisition); the Air Force Materiel Command; the Air Force Program Executive Officer Organizations; the Defense Logistics Agency; the Ballistic Missile Defense Organization; and the Special Operations Command (and any successor organizations of those commands).

7. **Acquisition Positions.** Civilian positions and military billets that are in the DoD acquisition system, have acquisition duties, and fall in an acquisition position category established by the Under Secretary of Defense for Acquisition and Technology (USD(A&T)). While most frequently located in organizations having an acquisition mission, acquisition positions are also located in management headquarters (HQ) organizations, management support organizations, and other organizations.

8. **Acquisition Position Categories.** Functional subsets of acquisition positions. There are 15 acquisition position categories; i.e., program management; communication-computer systems; contracting (including contracting for construction); purchasing and procurement technician; industrial and/or contract property management; business, cost estimating and financial management (BCE&FM); auditing; manufacturing and production; quality assurance (QA); acquisition logistics; systems planning, research, development and engineering (SPRDE); test and evaluation (T&E); program management oversight; education, training, and career development; and DLA multifunction management.

9. **Acquisition Program.** A directed, funded effort that is designed to provide a new or improved materiel capability in response to a validated need. Acquisition programs are managed in accordance with DoD Directive 5000.1, DoD Instruction 5000.2 (references (a) and (b)), and related DoD issuances.

10. **Acquisition Workforce.** The personnel component of the acquisition system. The acquisition workforce includes permanent civilian employees and military members who occupy acquisition positions, or who are members of an acquisition corps, or who are in acquisition career development programs.

11. **Career Development.** The professional development of employee potential by integrating the capabilities, needs, interests, and aptitudes of employees in the functional career fields, through a planned, organized, and systematic method of training and development designed to meet organizational objectives. Career

development is accomplished through a combination of work assignments, job rotation, training, education, and self-development programs.

12. **Career Field**. One or more occupations that require similar knowledge and skills. There are 11 acquisition career fields: program management; communications - computer systems; contracting (including contracting for construction); purchasing and procurement technician; industrial and/or contract property management; BCE&FM; auditing; manufacturing, production and QA; acquisition logistics; SPRDE; and T&E.

13. **Career Levels**. Groupings of education, training, and experience standards that provide the framework for progression in a career field. There are three career levels, i.e., (I) entry or basic, (II) intermediate or journeyman, (III) advanced or senior.

14. **Career Path**. The range of opportunities at each career level and the optimum pathway for vertical and horizontal movement in a career field.

15. **Certification**. A process through which DoD Components determine that an individual meets the mandatory education, training, and experience standards established for an acquisition career level (levels I, II, and III) in an acquisition career field.

16. **Certified Course Offeror**. An organization or activity that has been approved by the USD(A&T), or designee as having the capability, resources (trained instructors, facilities, and course materials, etc.), and quality standards to conduct a given mandatory course(s).

17. **Certifying Official**. Official authorized by the Component Acquisition Executive (CAE) to certify an individual at a specific career level in an acquisition career field.

18. **Continuing Education and Training**. Any education or training standard recommended by an Acquisition Career Management Board (ACMB) or the Director, Acquisition Education, Training and Career Development (AET&CD) and approved by the USD(A&T) as essential for providing ongoing professional development or maintaining currency in an acquisition career field.

19. **Continuing Education Unit (CEU)**. A CEU is generally equivalent to 10 hours of instruction per unit. Typical instructional sources include professional short courses and professional organization workshops and symposia. Examples International Test and Evaluation Association Workshops, or Association of Old Crows Symposia.

20. **Contracting Officer**. A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. For the purposes of this manual, the term contracting officer refers to an individual whose authority exceeds the small purchase threshold. (See FAR Subpart 2.101, reference (c) and 10 U.S.C. 1724 (a), reference (d).)
21. **Critical Acquisition Position (CAP)**. Senior positions carrying significant responsibility, primarily involving supervisory or management duties, in the DoD acquisition system. Those positions are designated by the Secretary of Defense, based on the recommendations of the DoD CAEs, and include any acquisition position required to be filled by an employee in the civilian grade of GS -14 or above, or military grade O-5, or above. Also includes all program executive officers (PEOs), deputy PEOs; program managers (PMs) and Deputy PMs (DPMs) for MDAPs; PMs of significant nonmajor programs; and Senior Contracting Officials. (See 10 U.S.C 1733, reference (d).)
22. **Defense Acquisition University (DAU)**. A consortium of DoD education and training institutions and organizations providing mandatory DoD acquisition courses, both certification and assignment specific, for military and civilian personnel serving in 11 acquisition career fields. DAU's mission is to educate and train professionals for effective service in the defense acquisition system. DAU is authorized by 10 U.S.C. 1746 (reference (d)), and chartered by DoD Directive 5000.57,(reference (e)).
23. **Deputy Program Manager (DPM)**. The individual with authority to act for the PM in his or her absence. (See 10 U.S. C. 1737(a)(2), reference (d).)
24. **Director of Acquisition Career Management (DPCM)**. The official appointed to assist a CAE in managing the accession, training and education, and career development of the Component's acquisition workforce. (See 10 U.S.C. 1705, reference (d).)
25. **Division Head**. The official in a CAP with responsibility for managing an acquisition organization or major subordinate unit, the mission and function of which is to support or administer acquisition functions.
26. **DoD Components**. The Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff , the Unified Combatant Commands, the Defense Agencies, the Management Headquarters Activities and the Management Headquarters Support Activities (as defined in DoD Directive 5100.73, reference (f)), the Inspector General of the Department of Defense (IG, DoD), the DoD colleges and universities, the Defense Support Agencies and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

27. **DoD Component Acquisition Executive (CAE)**. A single official in a DoD Component who has clear authority, responsibility, and accountability for all acquisition functions and programs in that Component. That includes the Service Acquisition Executives (SAEs for the Military Departments and the Acquisition Executives in other DoD Components who have acquisition management responsibilities. (See DoD Directive 5000.1, reference (a).)

28. **DoD Functional Boards**. Chartered by the USD(A&T) and chaired by the functional chief and/or advisor to the USD(A&T) for that career field. Membership shall consist of senior functional advisors appointed by the CAE. The functional boards provide oversight of management and program execution for their respective functional area career management programs. Functional boards can exist at the Component level and at the DoD level. (See DoD Instruction 5000.58, reference (g).)

29. **Employee**. DoD civilian and military personnel. The terms "member," "personnel," and collectively "acquisition workforce," as used in the context of this Manual, are synonymous with the term "employee."

30. **Equivalent Course or Program**. A course or program that has been determined by the USD(A&T), or designee, to contain the level of knowledge that would enable individuals who take the course or program to perform as if they had completed a designated, mandatory course under the Defense AET&CD program. (See DoD Directive 5000.52, reference (h).)

31. **Fulfillment**. Process by which acquisition workforce members may satisfy mandatory training requirements based on previous experience, education and/or alternative training successfully completed and documented in accordance with course competency standards and procedures. (See ADS-95-03-GD, reference (i).)

32. **Head of Contracting Activity**. An official who has overall responsibility for managing a contracting activity. (See FAR subpart 2.101, reference (c).) A "contracting activity" is an element of a DoD Component to which the Component head has delegated broad authority for procurement and acquisition. Organizations that are "contracting activities" are listed at subpart 202.101 of the DFARS (reference (j)).

33. **Individual Development Plan (IDP) (or equivalent)**. A document used to lay out an employee's education, training, and experience needs for orderly progression in an acquisition career field and to plan for the fulfillment of those needs. Developing the plan is a combined effort of the employee, supervisor and other individuals.

34. **Major Defense Acquisition Program (MDAP).** An acquisition program that is not a highly sensitive classified program (as determined by the Secretary of Defense) and that is as follows:

- a. Designated by the USD(A&T) as a MDAP (ACAT I); or
- b. Estimated by the USD(A&T) to require the following:
  - (1) An eventual total expenditure for research, development, test, and evaluation (RDT&E) of more than 300 million dollars in fiscal year (FY) 1990 constant dollars; or
  - (2) An eventual total expenditure for procurement of more than 1.8 billion dollars in FY 1990 constant dollars.

That definition is based on the criteria established in 10 U.S.C. 2430, and reflects authorities delegated in DoD Directive 5134.1.(references (d) and (k)). (See DoD Directive 5000.1 and DoD Instruction 5000.2, (references (a) and (b).)

35. **Major Milestone.** A milestone marks the completion of a significant phase in an MDAP. Such milestones must be the same as the milestones contained in the baseline description established for the program under Section. 2435(a) of reference (d) and reported in the Selected Acquisition Report under Section 2432 of reference (d).

36. **Mandatory DoD Acquisition Course.** A course of study that has been approved by the USD(A&T) as meeting an established DoD education and training requirement. Those courses provide a common, non-Component-specific foundation of knowledge for acquisition functions. Mandatory courses include the following:

- a. **Certification Course.** A course that must be taken for an employee to be certified at Level I, II or III in one of the career fields. Example; an intermediate (Level II) DAU course in systems acquisition management is mandatory for Level II for the program management; acquisition logistics; manufacturing, production and QA; SPRDE; and T&E career fields.
- b. **Assignment Specific Course.** A course that must be completed successfully in order for an employee to perform a specific set of duties or a specific assignment in a job, or the job itself. Those duties or that assignment are not necessarily keyed to a single job series or to a single career field. Example; Grants Management; Software Acquisition Management; Systems Acquisition for Contracting Officers.

37. **Nonmajor Defense Acquisition Program (ACAT III).** Programs not meeting the criteria for Category I or II that have been designated "Category III" by the CAE.

38. **Nonmajor Defense Acquisition Program (ACAT IV)**. All other acquisition programs for which the milestone decision authority should be delegated to a level below that required for Category III.

39. **Program Executive Officer (PEO)**. A military or civilian official who has primary responsibility for directing several acquisition Category I programs and for assigned acquisition Category II, III, and IV programs. A PEO reports to and receives guidance and direction from the DoD CAE.

40. **Program Manager (PM)**. A military or civilian official who is responsible for managing an acquisition program (see DoD Instruction 5000.2 (reference (b))). For a major or significant nonmajor defense acquisition program, the term "program manager" means the "member of an acquisition corps responsible for managing the program, regardless of the title given the member." (See 10 U.S.C. 1737(a)(1), reference (d).)

41. **Program Office**. An acquisition office with the mission to plan, manage, or execute an acquisition program, headed by a PM

42. **Reciprocity**. Mutual exchange of privileges; recognition of validity. Reciprocity in this context means when an individual enters an acquisition corps, that individual is qualified for all Component acquisition corps. (See "acquisition corps," definition 4, above, and Appendix M for acquisition corps entry requirements.) Reciprocity also includes certification. Certification in one Component is valid in all Components.

43. **Senior Contracting Official**. A director of contracting, or a principal deputy to a director of contracting, serving in the OSD, the Secretary of a Military Department, the HQ of a Military Department, the HQ of a Defense Agency, a subordinate command HQ, or in a major systems or logistics contracting activity in the Department of Defense. (See 10 U.S.C. 1737(a)(5), reference (d).)

44. **Senior Procurement Executive (SPE)**. The senior official appointed under the "Office of Federal Procurement Policy Act" (41 U.S.C. 414(3), reference (l)), who is responsible for management direction of the Military Department procurement system, including implementation of unique procurement policies, regulations, and standards. (See section 414 of reference (l)). The SPE for all non-Service DoD Components is the USD(A&T). (See DoD Instruction 5000.2, reference (b).)

45. **Service Acquisition Executive (SAE)**. The civilian official in a Military Department who has clear authority, responsibility and accountability for all acquisition functions and programs in the Military Department. The SAE also serves as the SPE. (See DoD Directive 5000.1, reference (a).)

**46. Significant Nonmajor Defense Acquisition Program (ACAT II).**

Equivalent to Acquisition Category II acquisition program. A DoD acquisition program that is not an MDAP and that is estimated by the Secretary of Defense to require an eventual total expenditure for RDT&E of more than 75 million dollars in FY 1980 constant dollars (approximately 115 million dollars in FY 1990 constant dollars) or an eventual total expenditure for procurement of more than 300 million dollars in FY 1980 constant dollars (approximately 540 million dollars in FY 1990 constant dollars). This is synonymous with "Major System." (See 10 U.S.C. 1737(a)(3) and 2302(5), and DoD Instruction 5000.2, (references (d) and (b)).

**47. Sponsoring School.** A training source with overall responsibility for a specific course of instruction that is part of the program of the DAU structure.

Responsibilities include development and maintenance of course content, course materials, course reviews, student assessments, and graduate followup; providing administrative and student data; developing and providing instructor training for courses offered and for other offerors certified by the DAU. Sponsoring schools are selected by the USD(A&T) or designee.

## ABBREVIATIONS AND/OR ACRONYMS

ACAT	Acquisition Category
ACE	American Council on Education
ACMB	Acquisition Career Management Board
AET&CD	Acquisition Education, Training, and Career Development
AFSC	Air Force Specialty Code
AIS	Automated Information System
AOC	Area of Concentration
APMC	Advanced Program Management Course
APML	Assistant Program Manager for Logistics
AQD	Additional Qualification Designation
BCE&FM	Business Cost Estimating and Financial Management
B&FM	Business and Financial Management
CAE	Component Acquisition Executive
CAP	Critical Acquisition Position
CE	Cost Estimator
CEU	Continuing Education Unit
CLEP	College Level Examination Program
CPM	Cost Performance Management
DACM	Director of Acquisition Career Management
DAE	Defense Acquisition Executive
DAL	Director of Acquisition Logistics
DANTES	Defense Activity for Non-Traditional Education Support
DAU	Defense Acquisition University
DCAA	Defense Contract Audit Agency
DCAI	Defense Contract Audit Institute
DCMC	Defense Contract Management Command
DLA	Defense Logistics Agency
DPML	Deputy Program Manager for Logistics
DRPM	Direct Reporting Program Manager
EMPC	Executive Program Manager Course
FY	Fiscal Year
HQ	Headquarters
ICAF	Industrial College of the Armed Forces
IDP	Individual Development Plan
IG, DoD	Inspector General, Department of Defense
ILS	Integrated Logistics Support
ILSM	Integrated Logistics Support Manager
LEM	Logistics Element Manager
LMS	Logistics Management Specialist

MDAP	Major Defense Acquisition Program
MOS	Military Occupational Specialty
OPM	U.S. Office of Personnel Management
OSD	Office of the Secretary of Defense
PEO	Program Executive Officer
PI	Program Integrator
PM	Program Manager
PMC	Program Management Course
QA	Quality Assurance
R&D	Research and Development
RDT&E	Research, Development, Test, and Evaluation
R&E	Research and Engineering
SAE	Service Acquisition Executive
SAR	Selected Acquisition Report
SES	Senior Executive Service
SPE	Senior Procurement Executive
SPRDE	Systems Planning, Research, Development, and Engineering
T&E	Test and Evaluation
TSC	Technical Service Auditor
U.S.C.	United States Code
USD(A&T)	Under Secretary of Defense for Acquisition and Technology

## CHAPTER 1

### INTRODUCTION

#### **A. PURPOSE**

1. This Manual reissues DoD 5000.52-M and implements DoD Directive 5000.52. (references (m) and (h)).
2. This Manual establishes the DoD Acquisition Career Development Program. It includes procedures for effective career development of the acquisition workforce in the Department of Defense and incorporates the requirements of 10 U. S. C. Chapter 87 (reference (d)). The program establishes experience, education, and training standards for specific acquisition workforce position categories and career fields, provides for certification guidelines of acquisition workforce members, and provides career paths for the acquisition workforce.
3. This Manual provides information, guidance, and requirements for improving the management and professionalism of the acquisition workforce by:
  - a. Developing, on a long term-basis, a highly qualified diverse workforce capable of performing current and future DoD acquisition functions.
  - b. Meeting current and future DoD needs for acquisition personnel and providing capable replacements for senior acquisition positions on a planned, and systematic basis.
  - c. Increasing the proficiency of DoD acquisition personnel in their present positions and providing guidance and opportunities for broadening experiences and progression commensurate with their abilities.
  - d. Ensuring effective use of training and education resources.

#### **B. RESPONSIBILITIES**

1. Component Heads shall
  - a. Implement this career development program in their organizations subject to the policy in reference (h).
  - b. Ensure their acquisition workforce members receive the mandatory experience, education and training required by this Manual.

2. The Director of Acquisition Education, Training, and Career Development (AET&CD) in administering the DoD Acquisition Career Development Program shall:

- a. Establish and publish experience, education, and training standards for each acquisition career field in conjunction with the DoD Components, the DACMs and with the advice of the DoD career management functional boards. Standards shall be designated as "mandatory" or "desired."
- b. Identify and publish career paths for military and civilian personnel who wish to pursue careers in acquisition. The career paths shall be in terms of the assignments, experience, education, and training necessary for career progression of civilians and members of the Armed Forces to the most senior acquisition positions (10 U.S.C. 1722(a) reference (d)). Military Departments may establish a separate career development program(s) for Reserve Components and the National Guard.
- c. Identify, establish, and publish assignment specific and continuing education courses. Assignment specific courses are mandatory to perform a specific set of duties or a specific work assignment and can cross many career paths. To provide ongoing professional development and continuing education, courses shall be established in coordination with the DACMs and the DoD functional boards to maintain currency in the acquisition career fields.

3. The DACMs shall assist the CAE in implementing the Acquisition Career Development Program. The DACM shall be the single point of contact, within that Component, for interfacing with the Director, AET&CD, the USD(A&T), and the President of the DAU. The DACM is responsible for administering the policies contained in this Manual.

## **C. IMPLEMENTATION**

The experience, education, and training standards listed in the applicable career path tables of this Manual are effective immediately. Individuals previously certified under the authority of DoD 5000.52-M, November 1991, (reference (m)) retain their certification level. Also see chapter 2, subsection D.5.

## **D. PLANNING FOR CAREER DEVELOPMENT**

1. **Planning**. Planning is a key element in successful career development and career progression. Career development plans shall be developed for military and civilian acquisition personnel (10 U.S.C. 1722 of reference (d)). The career paths in the Appendices A through I shall be used as a guide when developing career development plans.

2. **Military Personnel**. Procedures for career development plans for military personnel are established by each Service. Career development plans for military personnel in the acquisition workforce shall incorporate the standards in this Manual.

3. **Civilian Personnel**. An IDP (or its equivalent) shall be prepared for each civilian member of the acquisition workforce, until, minimally, certification at Level III is achieved. IDPs shall be prepared with the assistance, advice, and review of his or her supervisor, personnel office, and career advisor. In the IDP, the employee and supervisor document the employee's short-range and long-range career goals, developmental objectives, training, and development toward those goals and objectives, and desired future developmental activities or assignments.

## **CHAPTER 2**

### **CAREER DEVELOPMENT**

#### **A. GENERAL**

1. This Chapter and Appendices A through I establish mandatory and desired experience, education, and training standards for each acquisition career field by career level for the DoD Acquisition Career Development Program. Those standards have been approved by the USD(A&T) for acquisition workforce personnel, both civilian and military, consistent with DoD Directive 5000.52 and 10 U.S.C. 1722(a) and 1723(a) (references (h) and (d)). Those mandatory standards constitute the certification standards for acquisition positions. Additionally, this Manual addresses statutory requirements for certain acquisition positions.
2. Experience and education standards for civilian positions are in the current edition of the U.S. OPM Qualifications Standards for General Schedule Positions (reference (n)). Also, 10 U.S.C. 1701-1764 (reference (d)), impose additional experience, education, training, rotation, and length of assignment requirements for acquisition positions. Those statutory requirements must be met unless waived under the provisions of 10 U.S.C. 1724, 1732, 1734 or 1737 (reference (d)), and Appendix M. For recruitment to acquisition positions, additional mandatory experience, education, and training standards imposed by this Manual shall be used as quality ranking factors. When applying the ranking factors, certification under current or former standards is evidence of having met the standards, at the level of the position being filled.
3. Included with the career path standards are position category descriptions which are defined by acquisition-related duties rather than specific job title or occupational series. Besides listing the acquisition duties, each position category description provides occupational series codes that frequently include acquisition duties and other indicators.

#### **B. CAREER LEVELS**

1. Each position category and each career field is divided into three career levels for purposes of establishing standards and qualifications: basic or entry (Level I: GS-05 through GS-09, officer O-1 through O-3); intermediate or journeyman (Level II: GS-09 through GS-12, officer O-3 through O-4); and advanced or senior (Level III: GS -13 and above, officer O-4 and above). Representative or typical grade levels associated with each career level are shown to assist acquisition workforce members and supervisors in career development planning. Grade levels shall vary

by position category and/or career field and may include enlisted grades (for example: purchasing). Listed grade levels shall be used as a guide.

a. **Basic or Entry Level (Level I)**

(1) Basic level training standards are designed to establish fundamental qualifications and expertise in the individual's acquisition career field. Development at the basic level lays the foundation for career progression and is designed to prepare qualified, motivated personnel for positions of increasing responsibility.

(2) At the basic level, individuals should be exposed to the functions of acquisition and the roles of its various specializations. Besides participating in education and training courses, it is extremely beneficial for individuals to develop additional and enhanced capabilities through structured on-the-job rotational assignments between a variety of functional offices.

b. **Intermediate or Journeyman Level (Level II)**

(1) At the intermediate level, specialization is initially emphasized. Development continues, including rotational assignments, but the responsibilities and length of time an individual spends in each position generally increase.

(2) While specialization is emphasized at the beginning of this level, the individual should later begin to broaden his or her background toward a more general expertise in the overall processes of his or her acquisition career field. Development of the generalist normally involves establishing a good foundation of experience in the employee's primary specialty followed by multi-functional experience accomplished by lateral movement to a related acquisition specialty.

c. **Advanced or Senior Level (Level III)**

At the senior level, advanced acquisition education and training become essential. Individuals at this level should seek acquisition related opportunities available through the DoD Components, or pursue other formal education opportunities.

d. **Senior Acquisition Course**

(1) 10 U.S.C Chapter 87 (reference (d)) directs the establishment of a senior service school course for members of the acquisition corps. A senior acquisition course has been established at the Industrial College of the Armed Forces (ICAF), National Defense University. While not mandatory for certification, this is the capstone course for all members of the acquisition corps, regardless of career field.

(2) Attendance at the course is limited to those selected by their Components. Students completing the 10-month executive development program are graduates of both the Senior Acquisition Course and ICAF, and receive an M.S. in National Resource Management.

2. The individual level standards form the basis for the next higher level of progression in a "building block" manner.

### **C. ACQUISITION POSITION CERTIFICATION STANDARDS**

1. Each acquisition position shall have a certification standard established for it. The certification standard shall be one of the three career levels for that career field as it appears in Appendices A through I. Certification standards for Program Management Oversight; Education, Training and Career Development; and DLA Multifunction Management positions shall be from among the established acquisition career fields listed in Appendices A through I. The mandatory experience, education, and training standards for the career level assigned to a position are the standards the incumbent of the position must meet, in accordance with the time frames described in subsections C.2. through C.3., below.

2. When an employee is assigned to a position and does not meet the applicable certification standards for education, training, and experience, the organization has 18 months in which to get the individual certified or obtain a waiver. The alternative methods for meeting those standards are identified in sections H., I., and J., below.

3. An acquisition position certification standard shall be assigned at the time an acquisition position is designated. For incumbents of newly designated acquisition positions who do not meet certification standards applicable to their position, the organization has 18 months to get the individual certified or obtain a waiver or equivalent credit. The procedures are identified in sections H., I., and J., below.

4. The Components shall ensure that information on certification standards is readily available to incumbents of acquisition positions.

### **D. CERTIFICATION**

1. Certification is the process through which the DoD Components determine that an individual meets the mandatory standards (experience, education and training) established for a career level (i.e., I, II, or III) in an acquisition career field.

2. The DoD Components are responsible for certifying members of the acquisition workforce. The standards prescribed in Appendices A through I are mandatory

DoD-wide and are to be implemented directly without being supplemented by the DoD Components. Only the standards identified in this manual as MANDATORY may be used for certification.

3. Component certification programs shall include a requirement to meet the applicable mandatory experience, education and training standards established in this Manual.

4. Individuals may be certified in more than one acquisition career field. Component certifications are applicable DoD-wide and are reciprocal.

5. The USD(A&T) may specify new certification standards. An individual certified at a particular level remains certified at that level regardless of any new requirements made effective after certification. Individuals not currently certified at that level must meet the new certification standards.

6. Individuals should meet Level II, and Level III certification standards before being assigned to positions at that respective level. In cases where the potential assignee to Levels I, II, or III, does not meet the certification standards, the organization has 18 months to qualify the individual to meet the certification standards or obtain a waiver (see Appendix M).

7. When individuals are assigned directly to the acquisition workforce in a Level II or a Level III position, it is not necessary to meet the standards established for lower level positions. As an example, a person who did not have prior DoD acquisition experience and is assigned to a Level III acquisition position, would not be required to meet the Level I or II mandatory standards to be certified at Level III.

8. An employee cannot have certification requirements waived, i.e., an individual cannot be certified through a waiver. The requirement that an employee be certified to hold a particular acquisition position may be waived by the applicable authority (see Appendix M).

#### **E. STATUTORY REQUIREMENTS**

1. Besides certification standards, certain acquisition positions have statutory requirements. See Appendix M for the statutory requirements for the following positions:

- a. CAPs.
- b. PEO, PM, or DPMs.
- c. GS-1102 series personnel.

- d. Warranted contracting officers (above small purchase).
- e. General, flag officers, or Senior Executive Service (SES).
- f. Senior contracting officials.

2. When indicated in Appendix M, acquisition corps members who do not meet those additional statutory requirements may be assigned up to 6 months without a waiver. Provisions for notifying the USD(A&T) when a waiver is required for general, flag officer or SES selection are contained in Appendix M, section H.

#### **F. USING THE OUSD(A&T) DAU CATALOG (REFERENCE (O))**

- 1. Reference (o) and this Manual must be used together to identify all courses that shall satisfy mandatory training standards. This Manual is policy oriented, providing consistent application of standards to all acquisition career paths. Reference (o) lists all of the specific courses available to meet the training standards specified in this Manual and all of the assignment specific courses required to perform specific assignments. Reference (o) is published annually and can accommodate course modifications, changes, additions or deletions easier than the policy document. Reference (o) contains certification and assignment specific course descriptions, recommended prior experience and/or education and equivalent DAU courses and equivalency examination information.
- 2. If there is any apparent discrepancy between this Manual and reference (o), the information in this Manual takes precedence.
- 3. Annually, the USD(A&T) shall publish current education, experience, and training certification standards in the form of checklists which the DAU shall reprint in reference (o).

#### **G. TRAINING MANAGEMENT**

- 1. Assigning Personnel to Training
  - a. Component Heads are responsible for assigning military members and civilian employees to attend DAU courses. The SAEs and the DACM for Components outside the Military Departments shall prioritize attendance of acquisition workforce members at DAU courses to meet mission needs, to ensure that persons are qualified to perform the duties to which they are assigned, and to provide career development opportunities to the acquisition workforce.
  - b. The DAU is responsible for providing training required by the USD(A&T), component heads, SAEs and DACMs for acquisition workforce personnel. In providing this training, it shall be the goal of DAU to meet the mission needs and

provide career development opportunities for acquisition workforce personnel in consonance with the priorities established under paragraph G.1., above, and those of the USD(A&T).

c. Component Heads may authorize attendance at DAU courses by military members and civilian employees, under the auspices of the Acquisition Career Development Program, for any of the following purposes:

(1) Qualifying incumbents (including selectees) of acquisition positions for which the course is mandatory by statute.

(2) Qualifying incumbents (including selectees) of acquisition positions for which the course has been designated as mandatory under the authority of this Manual. Included are courses identified as mandatory for career certification required for the positions and assignment specific courses identified as mandatory for performing the duties of particular positions.

(3) Providing training identified as "desired" in this Manual and for attendance at the senior acquisition course.

(4) Qualifying workforce members for the next higher level in their primary career field.

(5) Qualifying workforce members cross functionally for assignments in other categories for which management determines a need exists and for assignments such as to an integrated product development team.

(6) Providing acquisition training to non-members of the acquisition workforce such as members of the IG, DoD's organizations when such training has been identified by the USD(A&T) as meeting a valid acquisition-related need.

(7) Providing job related acquisition training to non-members of the acquisition workforce when training requirements have been identified by the CAE as meeting a valid acquisition related need.

(8) Providing acquisition training to non-members of the acquisition workforce for the purpose of accession into the acquisition workforce.

## 2. Course Approval and Recommendations

a. Every DAU certification and assignment specific course shall have a proponent and be recommended for approval to the USD(A&T) by a DoD functional board or comparable organization.

b. All certification and assignment specific courses are prescribed annually by the USD(A&T) and published in reference (o).

## **H. ALTERNATE TRAINING METHODS**

Instead of attending the mandatory courses or their predecessors, individuals may meet the training requirements by one of the following methods:

1. The employee may complete a certified equivalent course. Approved equivalents are listed in the OUSD(A&T) DAU Catalog. (reference (o)).
2. The employee may pass the applicable DAU equivalency exam, if available.
3. Personnel with appropriate alternative experience, education, and/or training may satisfy mandatory education or training standards by using the procedures established in ADS-95-03-GD (reference (i)).
4. Completion of certain academic courses offered by civilian institutions of higher education that are approved by the USD(A&T), or designee, and reference (o) to be equivalent to the DoD mandatory training courses.
5. Completion of accredited academic degree or certificate programs offered by civilian institutions of higher education that are approved by the USD(A&T), or designee, and set forth in reference (o) as equivalent to those mandatory courses offered by certified Government schools.

## **I. ALTERNATE EDUCATION METHODS**

1. Statutory education requirements for acquisition corps membership are described in DoD Instruction 5000.58. (reference (g)). The option to substitute equivalent training for the 12 semester credit hours in the business disciplines was provided by 10 U.S.C. 1732(b)(2)(B) (reference (d)). The DAU Directory (ADS-93-01-DIR, Volume 1 reference (p)) describes the standard for 12 semester credit hours in the disciplines specified by the statute which may be met by successful completion of comparable training courses carrying an American Council on Education (ACE) credit recommendation.
2. Employees who are required to possess 24 semester credit hours in the business disciplines to qualify for the acquisition corps; or for contracting positions; or had less than 10 years acquisition experience as of October 1, 1991, may be able to meet all or part of the credit hour requirement through successful completion of examinations administered by the Defense Activity for Non-Traditional Education Support (DANTES). Eligibility requirements and application procedures are described in the DAU Pamphlet: "Prepare for Advancement Through Testing,"

(reference (q)). DANTES administered examinations are provided without cost to acquisition workforce members.

3. Unlike the option described in subsection I.1., above, ACE credit recommendations may NOT be used to meet the 24 semester credit hour requirement for contracting personnel, or the 24 semester credit hour requirement for acquisition corps membership. In accordance with 10 U.S.C. 1724 and 1732 (reference (d)), credit hours "from an accredited institution of higher education" in the specified disciplines and only such credit hours shall be counted toward meeting the 24 semester credit hour standards. The test is whether the credit hours are in one of the disciplines and appear on an official transcript (or comparable document such as a grade report) from such an institution as having been granted by that institution. The basis on which the institution granted academic credit shall not be considered, as that is a matter properly under the purview of the accrediting bodies and the institutions, and reference (d), requires the Department of Defense to recognize credit once granted.

4. Any time semester credit hours are required for certification, DANTES or CLEP examinations may be substituted.

#### **J. ALTERNATE EXPERIENCE METHODS**

Up to 12 months of training or education in acquisition may be counted toward fulfilling the experience standards established by this Manual for a particular acquisition career field or position or acquisition corps qualification (Section 1723(b) of reference (d)).

#### **K. CAREER PATHS**

Typical career paths for military and civilian personnel for each of the acquisition career fields are shown in Appendices A through I. They are identified by the experience, education, training, and work assignments necessary for career progression to the most senior acquisition positions. Grades used here are typical and should not imply a direct correlation with timing for completing the experience, education, and training standards. The paths are necessarily generic and shall be used as a guide for planning career development programs (Section 1722 of reference (d)).

#### **L. WAIVERS**

1. Procedural guidance for all waivers authorized by statute and implementation of DoD issuances is in Appendix M.

2. Tenure waivers are not required for individuals who are reassigned when a program is canceled or merged with another program, or when an organizational realignment abolishes an individual's position. Additionally, a tenure waiver is not required when a Service Selective Early Retirement Board identifies an individual for early retirement.

3. Assignment period waivers executed coincident with filling a position constitute both a waiver of the requirement to execute a tenure agreement and a waiver at the end of an assignment period in the following cases: a. an individual is assigned to a short and/or hardship tour location; or, b. when an individual formally announces in writing his or her intent to retire before completing of a full tour.

#### **M. ETHICS AND PROFESSIONALISM**

Every member of the acquisition workforce has the responsibility to conduct himself or herself in accordance with the highest standards of ethical behavior so that every citizen can have complete trust in the integrity of the acquisition system. Each course in the Defense Acquisition Education and Training Program shall include instruction on ethics in the acquisition profession. That instruction may be tailored to the type of course and student level. Instruction shall include DoD Ethical Values and method of ethical decision making contained in DoD Directive 5500.7, (reference (r)). Additionally, students' responsibilities to act as ethical leaders in the workplace shall be emphasized.

#### **N. ASSIGNMENT SPECIFIC COURSES**

Assignment Specific courses are listed in the OUSD(A&T) DAU catalog (reference (o)). See section F., above, and definition 36 "Mandatory DoD Acquisition Course."

## Appendix A.

### Position Category Description

### Program Management

**Typical Duties:** Manage a defense acquisition program. Responsibilities may be broad (e.g., PM, DPM, or PEO) or focused (e.g., Assistant PM for a particular function), and may be line or staff in nature. The execution of the duties of those positions is guided by DoD Directive 5000.1, DoD Directive 5000.2-M, DoD 5000.2-M, DoD Instruction 5000.2, DoD Directive 8120.1, and DoD Instruction 8120.2 (references (a), (b), (s), (t), and (u)), or related issuances governing acquisition programs in the DoD Components. Not covered in this category are basic research programs. Positions providing oversight rather than management of DoD acquisition programs fall under the Program Management Oversight position category.

Typical Career Codes <sup>1</sup>			
<u>Civilian Series</u>	<u>Army Area of Concentration (AOC)</u>	<u>Navv Additional Qualification Designator (AQD)</u>	<u>Air Force Specialty Code (AFSC)</u>
0301, 0334, 0340, 0343, 0391, 0560, 08XX, 1101, 13XX, and 1515	51, 53B, 53C, and 97	AA (Any AQD beginning with AA)	60CX, 25LX, 33SX, and 63AX

**Representative Job Titles:**

**Line:** CAE, PEO, Program Director, PM, direct reporting PM (DRPM), Deputy PM or Deputy DRPM, and Project Manager  
**Staff:** Designated position on the Acquisition Commander's Staff, Assistant PM, designated personnel on the PEO or the PM's Staff, Program Analyst, Program Integrator (PI) or Representative

**Representative Office Locations:** Offices responsible for managing one or more defense acquisition programs (whether called a "system program office", "program office", "project office", or by another name). Offices of the CAE, PEO and similar organizations, such as DRPM offices and offices having PEO-like charters in materiel and similar acquisition organizations. Depending on the organizational structure of a component, positions in that category shall also be found in functionally structured offices that provide matrix support to defense acquisition programs, including both headquarters (e.g., system command and field activities (e.g., warfare centers, Supervisors of Shipbuilding and Defense Contract Management Command (DCMC) elements). Barring exceptional circumstances, all positions in that category would be found in acquisition organizations.

<sup>1</sup> Possession of one of those career codes does not necessarily mean inclusion in the acquisition workforce or the program management career field.

## Career Path

# Program Management

Level and/or Typical Grade	Typical Assignments	Experience	Education	Training <sup>1</sup>
Level I GS-5 through GS-9 O-1 through O-3	Program office, PEO staff, or program management staff PI or program analyst	<p><b>Mandatory:</b> One year of program management experience</p> <p><b>Desired:</b> Baccalaureate degree preferably with a major in engineering, systems management, or business administration</p> <p><b>Desired:</b> One basic (Level I) DAU course in another functional area</p> <p><b>Desired:</b> One intermediate (Level II) DAU course in systems acquisition management</p>		

<sup>1</sup>Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for that career field.

## Career Path Program Management

<u>Level and /or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training<sup>1</sup></u>
Level II GS-9 through GS-12 O-3 through O-4	Program office staff officer, branch chief, or project leader Acquisition command program management, engineering, test, acquisition logistics, and financial and/or resource management staff Broadening or operational assignment Education and/or training with industry PI or program analyst	<b>Mandatory:</b> Two years of acquisition experience; at least 1 year of this experience must be in program management <b>Desired:</b> An additional 2 years of acquisition experience, preferably in a systems program office or similar organization	<b>Desired:</b> Master's degree, preferably with major in engineering, systems management, business administration, or a related field	<b>Mandatory:</b> One intermediate (Level II) DAU course in systems acquisition management <b>Desired:</b> One intermediate (Level II) DAU course in another functional area <b>Desired:</b> Intermediate level management and leadership training

**Career path note:** Upon achieving Level II or III, an individual should plan on meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel include serving in a position graded GS-13, and above and in the case of officers includes serving in the grade of O-4, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management; or, (3b) At least 24 semester credit hours in the individual's career field, and 12 semester hours or equivalent training in the disciplines listed above; or, (3c) Pass an equivalency exam<sup>2</sup>.

<sup>1</sup>Refer to current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field.

<sup>2</sup>See Appendix M for specific requirements for Acquisition Corps admission. Credit by examination is directed by 10 U.S.C. 1732(c) and covered in DoD Instruction 5000.58 (references (d) and (e)).

# Career Path

## Program Management

<u>Level/ Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience<sup>1</sup></u>	<u>Education<sup>1</sup></u>	<u>Training<sup>1, 2, 3</sup></u>
Level III GS-13, and above O-4, and above	PEO PM or project manager or DPM or deputy project manager Service HQ staff Acquisition command HQ director, division chief, and acquisition staff PI or program analyst	<u>Mandatory:</u> Four years of acquisition experience; of which at least 2 years must have been in a program office or similar organization (defined as dedicated matrix support to a PM or PEO; DCMC PI, or Supervisor of Shipbuilding)  <u>Desired:</u> Two additional years of acquisition experience	<u>Desirable:</u> Systems acquisition management education as demonstrated by: (1) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (2) At least 24 semester credit hours in the individual's career field and 12 semester credit hours in the disciplines listed above	<u>Mandatory:</u> One Advanced (Level III) DAU Course in program management

<sup>1</sup>PEO, PMs, or, DPMs of ACAT I and II programs, CAPs, and Acquisition Corps members have specific experience, education and training requirements. A General, Flag officer, or, SES must have at least 10-years experience in acquisition positions. At least 4 years of that experience must have been performed while assigned to a CAP. See Appendix M for additional information.

<sup>2</sup>Individuals not certified at Level III as of the effective date of this Manual have until October 1, 1998, or 18 months after assignment to a new or different Level III position (whichever is later) to meet this standard for certification.

<sup>3</sup>Refer to the current edition of reference (o) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field.

Career path note: CAPs may only be filled by members of an Acquisition Corps.

## Appendix B.

### Position Category Description

### Communications-Computer Systems

**Typical Duties:** Provide direct support for the acquisition of automated information systems (AIS) and interconnecting components (to include hardware, software, firmware products, or other items) used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information. Includes computers, ancillary equipment, software, telecommunications, and other related services. Identify requirements, write and/or review specifications, identify costs, obtain resources (manpower, funding, and training), test, evaluate, plan, obtain, and manage life cycle support (operations, maintenance, and replacement). To be an acquisition position, those duties must be accomplished under the authority of DoD Directive 8120.1 and DoD Instruction 8120.2 (references (t) and (u)). If the duties required by a position do not meet that criterion, then it is not normally an acquisition position.

Typical Career Codes <sup>1</sup>			
<u>Civilian Series</u>	<u>Army AOC</u>	<u>Navy AQD</u>	<u>Air Force AFSC</u>
0301, 0334, 0343, 0391, 0392, 0801, 0854, 0855, 1101, 1515, and 1550	53B and 53C	AR (Any AQD beginning with AR)	33SX, 61SX, 62EXC, 63AXB, and comparable enlisted AFSCs
<b>Representative Job Titles:</b> Information Management Specialist or Officer, Software or Automation Specialist or Officer, Information Systems Staff Officer, Computer Scientist and Systems Automation Engineer, Telecommunications Specialist, Computer Engineer, Computer Systems Analyst, Materiel Acquisition Officer, PM			
<b>Representative Office Locations:</b> Major Command HQ, Service Component HQ, Software Development Centers, Directorates of Information Systems for Command, Control, Communications, and Computers, Program Management Office, DoD Acquisition Agencies, DCMC			
1Possession of one of these career codes does not necessarily mean inclusion in the acquisition workforce or the communications-computer career field.			

## Career Path

### Communications-Computer Systems

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training<sup>1</sup></u>
Level I GS-5 through GS-9 O-1 through O-3	PEO office staff Communication and/or computer staff PM office staff Systems engineering staff Software development staff	<p><b>Mandatory:</b> One year of acquisition experience in communication and computer systems</p> <p><b>Desired:</b> Baccalaureate degree, preferably with a major in computer science, management of AIS, business administration, or a related field</p>	<p><b>Mandatory:</b> One basic (Level I) DAU course in systems acquisition management</p> <p><b>Mandatory:</b> One basic (Level I) DAU course in AIS acquisition management</p>	

<sup>1</sup>Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for that career field.

## Career Path Communications-Computer Systems

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training<sup>1</sup></u>
Level II GS-9 through GS-12 O-3 through O-4	Acquisition command HQ staff AIS program management staff Communication and/or computer staff Branch chief, program management office Software development staff Systems engineering staff	<p><b>Mandatory:</b> Two years of acquisition experience; at least 1 year of this experience must be in communication and/or computer systems</p> <p><b>Desired:</b> An additional 2 years of communication and/or computer systems acquisition experience, preferably in a program office or similar organization</p>	<p><b>Mandatory:</b> Master's degree, preferably with a major in computer science, management of AIS, business administration, or a related field</p> <p><b>Desired:</b> One intermediate (Level II) DAU course in systems acquisition management</p>	<p><b>Mandatory:</b> One intermediate (Level II) DAU course in AIS acquisition management</p> <p><b>Mandatory:</b> One intermediate (Level II) DAU course in systems acquisition management</p>

**Career path note:** Upon achieving Level II or III, an individual should plan on meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel includes serving in a position graded GS-13, and above and in the case of officers includes serving in the grade of O-4, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate degree or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines; i.e., accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (3b) At least 24 semester credit hours in the individual's career field and 12 semester hours or equivalent training in the disciplines listed above; or, (3c) Pass an equivalency exam<sup>2</sup>.

<sup>1</sup>Refer to current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for that career field.

<sup>2</sup>See Appendix M for specific requirements for Acquisition Corps admission. Credit by examination is directed by 10 U.S.C. 1732(c) and covered in DoD Instruction 5000.58 (references (d) and (g)).

## Career Path

### Communications-Computer Systems

<u>Level/ Typical Grade</u>	<u>Typical Assignments<sup>2</sup></u>	<u>Experience<sup>1</sup></u>	<u>Education<sup>2</sup></u>	<u>Training<sup>3</sup></u>
Level III GS-13, and above O-4, and above	PEO or service HQ staff AIS PM Director or division chief, acquisition command Software development staff	<b>Mandatory:</b> Four years of communications and/or computer acquisition experience; of which at least 2 years must be in program office or similar organization (defined as dedicated matrix support to a PM, or PEO, DCMC PI, or Supervisor of Shipbuilding)	<b>Desired:</b> Master's degree, preferably with major in computer science, management of AIS, business administra- tion, or a related field	<b>Mandatory:</b> One advanced (Level III) DAU course in AIS acquisition management

<sup>1</sup>A General, Flag officer, or, SES must have at least 10-years experience in acquisition positions. At least 4 years of this experience must have been performed while assigned to a CAP.

<sup>2</sup>See Appendix M for specific requirements for Acquisition Corps and CAPs. Credit by examination is directed by 10 U.S.C 1732(c) and covered in DoD Instruction 5000.58 (references (d) and (g)).

<sup>3</sup>Refer to current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for that career field.

Career path note: CAPs may only be filled by members of an Acquisition Corps.

## Appendix C.

### Position Category Description

### Contracting (including Construction)

**Typical Duties:** Develops, manages, supervises, or performs policies and procedures involving the procurement of supplies and services; construction, research, and development; acquisition planning; cost and price analysis; selection and solicitation of sources; preparation, negotiation, and award of contracts through sealed bidding or negotiation procedures; and all phases of contract administration, termination, or close out of contracts. Requires knowledge of the legislation, policies, regulations, and methods used in contracting, and knowledge of business and industry practices, sources of supply, cost factors, cost and price analysis techniques, and general requirements characteristics.

<u>Typical Career Codes<sup>1</sup></u>			
<u>Civilian Series</u>	<u>Army AOC</u>	<u>Navy AQD</u>	<u>Air Force AFSC</u>
1101 and 1102 <sup>2</sup>	67K and 97A	AC (Any AQD beginning with AC)	64PX, 6COX1, and comparable enlisted AFSCs

**Representative Job Titles:** Procurement Analyst, Administrative Contracting Officer, Contract Price and/or Cost Analyst, Contracting Officer, Contract Negotiator, Contract Specialist, Contract Administrator, Contract Termination Specialist, Procurement Contracting Officer, and Termination Contracting Officer.

<sup>1</sup>All contracting officers are included in this category regardless of function or series

<sup>2</sup>Civilian Occupational Series 1102 is always included in the Acquisition Contracting position category and career field regardless of organization.

## Career Path

### Contracting (including Construction)

<u>Level and/ or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education<sup>1</sup></u>	<u>Training<sup>3</sup></u>
Level I GS-5 through GS-9	Contract specialist Contract administrator Contract cost and/or price analyst Procurement analyst	<b>Mandatory:</b> One year of contracting experience	<b>Mandatory:</b> (1) Baccalaureate degree; or, (2) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization, and management; or, (3) Pass equivalency exam(s); or, (4) Have at least 10 years acquisition experience as of October 1, 1991 <sup>2</sup>	<b>Mandatory:</b> One basic (Level I) DAU course in contracting  <b>Mandatory:</b> One basic (Level I) DAU course in contract pricing

<sup>1</sup>See Appendix M, sections M. and N., for specific requirements for contracting personnel.

<sup>2</sup>Credit by examination is directed by 10 U.S.C. 1724 and covered in DoD Instruction 5000.58 (references (d) and (g)).

<sup>3</sup>Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field.

## Career Path Contracting (including Construction)

<u>Level and /or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education<sup>1</sup></u>	<u>Training<sup>3</sup></u>
Level II GS-9 through GS-12	Contract specialist Contract administrator	<b>Mandatory:</b> Two years contracting experience  <b>Desired:</b> An additional 2 years of experience in contracting	<b>Mandatory:</b> (1) Baccalaureate degree; or, (2) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (3) Pass equivalence exam(s); or, (4) Have at least 10 years acquisition experience as of October 1, 1991 <sup>2</sup>	<b>Mandatory:</b> One intermediate (Level II) DAU course in contract law  <b>Mandatory:</b> One intermediate (Level II) DAU course in cost and price analysis  <b>Mandatory:</b> One intermediate (Level II) DAU course depending on contracting orientation specialty (e.g., pre-award or post-award)
O-3 through O-4 E-5 through E-9	Contract cost and/or price analyst Contracting officer Procurement analyst		<b>Desired:</b> Graduate studies in business administration or procurement	

**Career path note:** Upon achieving Level II or III, an individual should plan on meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel include serving in a position graded GS-13, and above, and in the case of officers includes serving in the grade of O-4, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate degree or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines, i.e., accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management, or, (3b) Pass equivalency exam(s).<sup>5</sup>

<sup>1</sup>Education requirements are not applicable to individuals with at least 10 years of acquisition experience (as of October 1, 1991) in Government or industry acquisition positions. (See 10 U.S.C. 1724 (c), reference (d).)

<sup>2</sup>Credit by examination is directed by Section 1724 of reference (d) and covered in DoD Instruction 5000.58 (reference (g)).

<sup>3</sup>Refer to current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field. One or more Level II DAU courses may be mandatory, depending upon functional specialty but not required for career certification.

<sup>4</sup>For individuals whose duties do not clearly fall into one of those orientation specialties, the Component shall assign them to the orientation specialty most closely approximating the greatest portion of their duties.

<sup>5</sup>See Appendix M for specific requirements for Acquisition Corps admission. Credit by examination is directed by Section 1732(c) of reference (d) and covered in DoD Instruction 5000.58 (reference (g)).

## Career Path Contracting (including Construction)

Level and/ or Typical Grade	Typical Assignments	Experience <sup>1</sup>	Education	Training <sup>3</sup>
Level III GS-13, and above O-4, and above	Procurement analyst Branch head Division director Director of contracts Supervisory contracting officer	<p><b>Mandatory:</b> Four years contracting experience</p> <p><b>Desired:</b> An additional 4 years of contracting experience</p>		<p><b>Mandatory:</b> (1) Baccalaureate degree; or, (2) At least 24 semester credit hours from among the following disciplines, i.e., accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (3) Pass equivalency exam(s); or, (4) Have at least 10 years of acquisition experience as of October 1, 1991<sup>2</sup></p> <p><b>Desired:</b> Master's degree in business administration or procurement</p> <p><b>Mandatory:</b> One advanced (Level III) DAU course in executive contracting<sup>4</sup></p> <p><b>Mandatory:</b> One advanced (Level III) DAU course in primary contract orientation (e.g., pre-award or post-award)</p> <p><b>Desired:</b> Two weeks management and leadership training</p>

<sup>1</sup>A General, Flag officer, or, SES must have at least 10-years experience in acquisition positions. At least 4 years of that experience must have been performed while assigned to a CAP.

<sup>2</sup>See Appendix M for specific requirements for Acquisition Corps and CAP criteria. Credit by examination is directed by 10 U.S.C. 1724 and covered in DoD Instruction 5000.58 (references (d) and (g)).

<sup>3</sup>Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for that career field and for the assignment specific course at that level.

<sup>4</sup>Executive Contracting should be taken as a refresher course every 3 to 5 years, but does not have to be repeated to maintain certification.

<sup>5</sup>A course covering leadership and decision making skills in the contracting environment is being developed and will replace the requirement for a pre or post award course.

Career path note: CAPs may only be filled by members of an Acquisition Corps.

## Appendix C. 1.

### Position Category Description

### Industrial and/or Contract Property Management

**Typical Duties:** Manages, supervises, performs, or develops policies and procedures for professional work involving the acquisition, control, management, use, and disposal of Government-owned property used by contractors or in storage to support future contractual requirements. Responsibilities include providing guidance, counsel, and direction to Government and contractor managers and technicians on regulatory and contractual requirements for managing Government property; participating in pre-award surveys and post-award reviews; reviewing contracts assigned for property administration; evaluating contractor's property management system and approving the system or recommending disapproval; developing and applying property systems analysis programs to assess the effectiveness of contractor's Government property management systems. Those functions are normally performed by property administrators, as part of the contract administration office team, and as required by Parts 42.3, 45, and 245 of the FAR, and the DFARS (references (c) and (J)). Plant clearance officers are responsible for performing the duties necessary to dispose of excess and surplus contractor inventory in accordance with Part 45.6 of reference (c) and Part 245.6 of reference (J) requirements. Civilian occupational series 1103 ("Property Administration and Plant Clearance") is always included in the "Industrial Property Management" career field, regardless of organization. GS-1102 and GS-1150 series, and others, that are performing industrial and/or contract property management as a primary job function must meet the education and training standards for that acquisition career field, besides their own career field.

#### Typical Career Codes<sup>1</sup>

<u>Civilian Series</u>	<u>Army AOC</u>	<u>Navy AQD</u>	<u>Air Force AFSC</u>	<u>Marine Corps MOS</u>
1103 (always), 1102 and 1150 (if performing industrial and/or contract property management responsibilities) and others	97C	AD (Any AQD beginning with AD)	64PQ	None

**Representative Job Titles:** Industrial Property Management Specialist, Property Administrator, Industrial Plant Clearance Specialist, Plant Clearance Officer, Contract and Industrial Specialists (if assigned property management responsibilities).

<sup>1</sup> Possession of one of these career codes does not necessarily mean inclusion in the acquisition workforce (except for 1102s who are always included in the contracting position category and career field, regardless of organization) or, the industrial and/or contract property management career field.

## Career Path Industrial and/or Contract Property Management

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training<sup>1</sup></u>
Level I GS-5 through GS-9 O-1 through O-3 E-4 through E-7	Industrial property management specialist Industrial property clearance specialist	<b>Mandatory:</b> One year of experience in acquisition.	<b>Desired:</b> (1) Baccalaureate degree; or, (2) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management	<b>Mandatory:</b> One basic (Level I) DAU course in contracting  <b>Mandatory:</b> Three basic (Level I) DAU courses in contract property administration

<sup>1</sup>Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for that career field.

# Career Path

## Industrial and/or Contract Property Management

Level and/or Typical Grade	Typical Assignments	Experience	Education	Training <sup>1</sup>
Level II GS-9 through GS-12 O-3 through O-4	Industrial property management specialist Property administrator Industrial property clearance specialist Plant clearance officer Supervisor plant clearance specialist	<b>Mandatory:</b> Two years of experience in an industrial property management acquisition position <b>Desired:</b> An additional 2 years of experience in an industrial property management acquisition position	<b>Desired:</b> (1) Baccalaureate degree; or, At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management	<b>Mandatory:</b> One intermediate (Level II) DAU course in contract law <b>Mandatory:</b> One intermediate (Level II) DAU course in contract administration <b>Mandatory:</b> Two intermediate (Level II) DAU courses in contract property administration management <sup>2</sup>

Career path note: On achieving Level II or III, an individual should plan on meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel include serving in a position graded GS-13, and above, and in the case of officers includes serving in the grade of O-4, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate degree or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (3b) At least 24 semester credit hours in the individual's career field and 12 semester hours or equivalent training in disciplines listed in (3a) above; or, (3c) Pass an equivalency exam.<sup>3</sup>

<sup>1</sup>Refer to current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field.

<sup>2</sup>One course, "Contract Property Management Seminar," should be taken as a refresher course every 3 to 5 years, but does not have to be repeated to maintain certification.

<sup>3</sup>See Appendix M for specific requirements for Acquisition Corps admission. Credit by examination is directed by 10 U.S.C. 1732(c) and covered in DoD Instruction 5000.58 (references (d) and (g)).

## Career Path

### Industrial and/or Contract Property Management

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience<sup>1</sup></u>	<u>Education</u>	<u>Training<sup>2</sup></u>
Level III GS-13 and above	Division chief Branch chief Supervisor and/or manager Staff action officer	<p><b>Mandatory:</b> Four years of experience in industrial property management acquisition positions of increasing responsibility and complexity</p> <p><b>Desired:</b> Four additional years of experience in industrial property management acquisition positions</p>	<p><b>Desired:<sup>3</sup></b> (1) Baccalaureate degree; and (2) at least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management.</p>	<p><b>Mandatory:</b> Two advanced (Level III) DAU courses in executive contracting<sup>4</sup></p> <p><b>Mandatory:</b> One intermediate (Level II) DAU course (seminar) in contract property administration<sup>4</sup></p>

<sup>1</sup>A General, Flag officer, or, SES must have at least 10-years experience in acquisition positions. At least 4 years of that experience must have been performed while assigned to a CAP.

<sup>2</sup>Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field.

<sup>3</sup>See Appendix M for specific requirements for Acquisition Corps admission.

<sup>4</sup>Two courses, "Executive Contracting" and "Contract Property Management Seminar," should be taken as refresher courses every 3 to 5 years but do not have to be repeated to maintain certification.

Career path note: CAPs may only be filled by members of an Acquisition Corps.

## Appendix C. 2.

### Position Category Description

### Purchasing and Procurement Technician

**Typical Duties:** Purchase, rent, or lease supplies, services, and equipment through either formal open-market methods or formal competitive bid procedures, with the primary objective of the work being the rapid delivery of goods and services in direct support of operational requirements. Requires knowledge of commercial supply sources and of common business practices for roles, prices, discounts, deliveries, stocks, and shipments.

<u>Typical Career Codes</u>			
<u>Civilian Series</u>	<u>Army AOC</u>	<u>Navy AQD</u>	<u>Air Force AFSC</u>
1105 and 1106	97A	AE (Any AQD beginning with AE)	64PX and 6COX1

#### Representative Job Titles:

**Purchasing:** Purchasing Agent, Supervisory Purchasing Agent, and Procurement Technician

## Career Path Purchasing

<u>Level and/or Typical Grade</u>	<u>Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training<sup>1</sup></u>
Level I GS-5 E-1 through E-2		<b>Mandatory:</b> One year of experience in purchasing	<b>Desired:</b> Sixteen semester hours of undergraduate work, with emphasis in business	<b>Mandatory:</b> One basic (Level I) DAU course in purchasing
Level II GS-6 through GS-8 E-2 through E-3		<b>Mandatory:</b> Two years of experience in purchasing	<b>Desired:</b> Thirty-two semester hours of undergraduate work, with emphasis in business	<b>Mandatory:</b> One intermediate (Level II) DAU course in purchasing
Level III GS-9 E-4		<b>Mandatory:</b> Three years of experience in purchasing	<b>Desired:</b> Sixty-four semester hours of undergraduate work, with emphasis in business	

<sup>1</sup>Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet that training standards for this career field.

## Career Path Procurement Technician

<u>Level and/or Typical Grade</u>	<u>Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training<sup>1</sup></u>
Level I GS-3 through GS-5		<u>Desired:</u> One year of clerical or office experience	<u>Desired:</u> High school diploma or high school equivalency	
Level II GS-6 through GS-7		<u>Desired:</u> Two years of clerical or office experience in a contracting office	<u>Desired:</u> Sixteen semester hours of undergraduate work, with emphasis in business	<u>Desired:</u> If job is base or post oriented, one basic (Level I) DAU course in small purchasing
Level III				No level III standards for that series

<sup>1</sup>Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for that career field.

Career path note: Effective March 31, 1996, the "procurement technician" career path shall no longer be covered by the Defense Contracting Career Management Board

## Appendix D.

### Position Category Description

### Acquisition Logistics

**Typical Duties:** Acquisition logistics personnel include individuals, regardless of civil service series or military occupation specialty, who are involved in integrated logistics support (ILS) activities defined in DoD Directive 5000.1, and DoD Instruction 5000.2, (references (a) and (b)), or who manage logistics associated with the procurement, integration, and fielding of support systems and/or environment for weapon systems and/or equipment or for system modifications.

Typical Career Codes <sup>1</sup>				
<u>Civilian Series</u>	<u>Army AOC</u>	<u>Navy AQD</u>	<u>Air Force AFSC</u>	<u>Marine Corps MOS</u>
0346, 08XX, 1515, and others	51, 53B, 53C, and 97A	AL (Any AQD beginning with AL)	20CX, 21AQ, 22MQ, 23SQ, 24TQ, 25LX, 62EX, 63AX, and comparable enlisted AFSCs	0402, 3002, 3502, 9662, 6602, 9957, 9958, and 9959

**Representative Job Titles:** Director of Acquisition Logistics (DAL), DPM for Logistics (DPM), and Assistant PM for Logistics, (APML), ILS Officer, and ILS Manager (ILSM), Logistics Element Manager (LEM), Logistics or General Engineer, and Logistics Management Specialist (LMS).

**Office Location:** System program offices, program offices, management support staffs, or within other logistics activities responsible for conducting ILS program reviews or for establishing acquisition logistics policies and procedures.

<sup>1</sup>Individuals with various job series and job titles perform acquisition logistics functions. Those are the most common, but not all inclusive, civilian occupational codes, military specialties, job titles and office locations. The exact duties and responsibilities of the position determine whether it should be designated as an "acquisition position."

## Career Path Acquisition Logistics

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training<sup>1</sup></u>
Level I GS-5 through GS-9  O-1 through O-3	ILSM  LEM  ILS staff specialist  LMS	<b>Mandatory:</b> One year of acquisition experience	<b>Desired:</b> Baccalaureate degree in technical, scientific, or managerial field	<b>Mandatory:</b> One basic (Level I) DAU course in systems acquisition management  <b>Mandatory:</b> One basic (Level I) DAU course in acquisition logistics <sup>2</sup>  <b>Desired:</b> One intermediate (Level II) DAU course in logistics support analysis <sup>2</sup>

<sup>1</sup>Refer to the current edition of the OUSD(A&T) DAU Catalog (reference(0)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for that career field.

<sup>2</sup>Attendance at technical courses assumes students have acquired competencies equivalent to those in the basic systems acquisition management course (core course).

## Career Path Acquisition Logistics

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training<sup>2</sup></u>
Level II GS-9 through GS-12 O-3 through O-4	Deputy or assistant PM for logistics (non-major) ILSM LEM ILS staff officer Acquisition logistics branch chief	<u>Mandatory:</u> Two years of acquisition logistics experience  <u>Desired:</u> An additional 2 years of acquisition logistics experience	<u>Desired:</u> Baccalaureate degree in technical, scientific, or managerial field <sup>1</sup>	<u>Mandatory:</u> One intermediate (Level II) DAU course in systems acquisition management  <u>Mandatory:</u> One intermediate (Level II) DAU course in acquisition logistics management <sup>3</sup>  <u>Mandatory:</u> One intermediate (Level II) DAU course in reliability and maintainability <sup>3</sup>  <u>Mandatory:</u> One intermediate (Level II) DAU course in logistics support analysis <sup>3</sup>  <u>Mandatory:</u> One intermediate (Level II) DAU course in: (1) Provisioning; or (2) Configuration management <sup>3</sup>  <u>Desired:</u> One intermediate (Level II) DAU course in systems engineering

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Career path note: Upon achieving Level II or III an individual should plan on meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel include serving in a position graded GS-13 and above, and in the case of officers includes serving in the grade of O-4, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate degree or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (3b) At least 24 semester credit hours in the individual's career field and 12 semester hours or equivalent training in the disciplines listed in 3a above; or, (3c) Pass an equivalency exam<sup>1</sup>

<sup>1</sup>See Appendix M for specific requirements for Acquisition Corps admission. Credit by examination is directed by 10 U.S.C. 1732(c) and covered in DoD Instruction 5000.58 (references (d) and (g)).

<sup>2</sup>Refer to current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field.

<sup>3</sup>Attendance at technical courses assumes students have acquired competencies equivalent to those in the basic and intermediate course in systems acquisition management (core courses).

## Career Path Acquisition Logistics

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience<sup>1</sup></u>	<u>Education</u>	<u>Training<sup>3</sup></u>
Level III GS-13, and above	DAL DPMI or APML for major programs Acquisition logistics branch or division chief O-4, and above	<b>Mandatory:</b> Four years of acquisition logistics experience <b>Desired:</b> An additional 4 years of acquisition logistics experience	<b>Desired:<sup>2</sup></b> Master's degree in technical, scientific, or managerial field	<b>Mandatory:</b> One advanced (Level III) DAU course in acquisition logistics management <sup>4</sup>

<sup>1</sup>A General, Flag officer, or SES must have at least 10-years experience in acquisition positions. At least 4 years of this experience must have been performed while assigned to a CAP.

<sup>2</sup>See Appendix M for specific requirements for the Acquisition Corps and CAPs. Credit by examination is directed by 10 U.S.C. 1732(c) and covered in DoD Instruction 5000.58 (references (d) and (g)).

<sup>3</sup>Refer to current edition of the USD(A&T) DAU Catalog (reference(o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for that career field.

<sup>4</sup>Attendance at this course assumes students have acquired competencies equivalent to those contained in all Level I and Level II mandatory courses.

Career path note: CAPs may only be filled by members of an Acquisition Corps.

## Appendix E.

### Position Category Description

### Business, Cost Estimating, and Financial Management

**Typical Duties:** Financial planning, formulating financial programs, administering budgets, accounting for obligation and expenditure of funds, cost performance management of contractors, cost estimating, and advising or assisting commanders, PMs and other officials in discharging all aspects of their responsibilities for business management, in direct support of the Defense acquisition process. This position category includes various disciplines that are divided into two tracks for career planning purposes: "Business and Financial Management (B&FM)," and "Cost Estimating (CE)."

<u>Typical Career Codes<sup>1</sup></u>			
<u>Civilian Series</u>	<u>Army AOC</u>	<u>Navy AQD</u>	<u>Air Force AFSC</u>
0110, 0301, 0343, 0501, 0505, 0510, 0560, 08XX, 1101, 1515, 1520, and 1530	N/A	AK (Any AQD beginning with AK)	65FX, 65WX, and 63AX

**Office Location:** Those positions are found in the acquisition organizations such as Program Executive Offices, Program Management Offices and major activities in direct support of acquisition organizations. The incumbents spend the majority of their time in direct support of the acquisition process, as governed by DoD Directive 5000.1, (reference (a)), performing tasks enumerated under typical duties above.

<sup>1</sup>Positions may be identified in, but are not limited to the occupational series listed. Each service can provide further guidance as required.

## Career Path Business, Cost Estimating and Financial Management

<u>Level/ Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training<sup>1</sup></u>
Level I GS-5 through GS-9 O-1 through O-3	Analyst Team leader Program control staff	<b>Mandatory:</b> One year of acquisition experience in BCE&FM	<b>Desired:</b> Baccalaureate degree	<p><b>Mandatory for all:</b> One basic (Level I) DAU course in systems acquisition management</p> <p><b>Mandatory for B&amp;FM (Complete one of the following):</b> One basic (Level I) DAU course in contract performance management (CPM); or, one basic (Level I) DAU course in CE</p> <p><b>Mandatory for CE:</b> One basic (Level I) DAU course in CE</p>

<sup>1</sup>Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (0)) for a list of mandatory courses and approved equivalencies that can be used to meet the training standards for that career field.

# Career Path

## Business, Cost Estimating and Financial Management

<u>Level and or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training<sup>1</sup></u>
Level II GS-9 through GS-12	Branch chief Director of Resource Management	<u>Mandatory:</u> Two years of acquisition experience in BCE&FM  <u>Desired:</u> An additional 2 years of experience in BCE&FM	<u>Desired:</u> Baccalaureate degree <sup>2</sup>	<u>Mandatory for all:</u> One intermediate (Level II) DAU course in systems acquisition management
O-3 through O-4	Chief, Program Control Division  Program control staff  Senior analyst  Analyst, acquisition command staff	<u>Mandatory for all:</u> One intermediate (Level II) DAU course in systems acquisition management  <u>Mandatory for B&amp;FM:</u> Complete at least three DAU courses in the following areas: CPM; cost analysis or estimating; selected acquisition reporting (SAR) contract, or finance  <u>Mandatory for CE:</u> One intermediate (Level II) DAU course in CE; and at least two of the following: CPM; SAR; contract finance or other specialized CE courses		<u>Mandatory for all:</u> One intermediate (Level II) DAU course in CE; and at least two of the following: CPM; SAR; contract finance or other specialized CE courses

**Career path note:** On achieving Level II or III, an individual should plan on meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel includes serving in a position graded GS-13, and above, and in the case of officers includes serving in the grade of O-4, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate degree or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (3b) At least 24 semester credit hours in the individual's career field and 12 semester hours or equivalent training in the disciplines listed in 3a above; or, (3c) Pass an equivalency exam<sup>2</sup>.

<sup>1</sup>Refer to current edition of the OUSD(A&T) DAU Catalog (reference (0)) for a list of mandatory courses and approved equivalencies that can be used to meet the training standards of this career field. The catalog lists a menu of options to satisfy the 3 additional mandatory course requirement.

<sup>2</sup>See Appendix M for specific requirements for Acquisition Corps admission. Credit by examination is directed by 10 U.S.C. 1732(c) and covered in DoD Instruction 5000.58 (references (d) and (g)).

## Career Path Business, Cost Estimating and Financial Management

Level and/or Typical Grade	Typical Assignments	Experience <sup>1</sup>	Education	Training <sup>2</sup>
Level III GS-13, and above O-4, and above	OSD or service secretary staff Director of Program Control Division chief Director of Resource Management Senior analyst Branch or Division Chief, Acquisition Command Component performance management focal point	<p><b>Mandatory:</b> Four years of acquisition experience in BCE&amp;FM</p> <p><b>Desired:</b> An additional 4 years of acquisition experience in BCE&amp;FM</p> <p><b>Desired:</b> An additional 4 years of acquisition experience in BCE&amp;FM</p> <p><b>Desired:</b> An additional 4 years of acquisition experience in BCE&amp;FM</p> <p><b>Desired:</b> Master's degree</p>	<p><b>Mandatory:</b> One advanced (Level III) DAU course in BCE&amp;FM<sup>4</sup></p> <p><b>Mandatory:</b> Complete at least one DAU course if not previously taken in the following areas: CPM, cost analysis, or, contract finance</p> <p><b>Desired:</b> One advanced level (Level III) DAU course in program management</p>	

<sup>1</sup>A General, Flag officer, or, SES must have at least 10-years experience in acquisition positions. At least 4 years of that experience must have been performed while assigned to a CAP.

<sup>2</sup>Refer to current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory courses and approved equivalencies that can be used to meet the training standards of that career field.

<sup>3</sup>See Appendix M for Acquisition Corps and CAP criteria.

<sup>4</sup>That course becomes mandatory for certification at Level III when developed.

Career path note: CAPs may only be filled by members of the Acquisition Corps.

## Appendix F.

### Position Category Description

### Manufacturing and Production

**Typical Duties:** Acquisition-related manufacturing and production duties vary greatly in managerial, administrative, and technical content. Duties nearly always involve program management or monitoring the manufacturing and production efforts at private sector contractor or Government industrial facilities. Functions include, but are not limited to the following:

- a. Assess readiness and availability of information, energy, raw material, human, and physical resources to produce defense goods.
- b. Assess the reasonableness of contractor methodology, efficiency, cost and/or schedule estimates or data and provide recommendations.
- c. Assembly and analysis of past performance, manufacturing planning, surveillance, production readiness reviews, and dissemination of results.
- d. Monitor status of weapon system development and production contracts.
- e. Assess the impact in changes to weapon system development and production contracts.
- f. Review contractor manufacturing facilities, organization, policies, procedures, practices, processes, and methods.
- g. Manage programs and contracts for development of new, or tailoring of existing, manufacturing technology.
- h. Analyze or monitor planning of alternative production processes or resources necessary to meet alternative production schedules.
- i. Design a management system to monitor manufacturing functions and input and output of a contractor's system.
- j. Monitor the determination of make or buy decisions to balance overall manufacturing resource requirements; or
- k. Analyze the production base to identify risks associated with limited availability and sole source dependencies.
- l. Participate from the onset in the integrated product and process development of the weapon system.

#### Typical Career Codes

<u>Civilian Series</u>	<u>Army AOC</u>	<u>Navy AQD</u>	<u>Air Force AFSC</u>	<u>Marine Corps MOS</u>
0301 <sup>1</sup> , 08XXX <sup>1</sup> , 1150 <sup>1</sup> , and 1152	51 and 97	AG ( Any AQD beginning with AG)	64PQ, 62EQ, and 63AQ	9630

**Representative Job Titles:** Supervisory or production engineer, supervisory or manufacturing engineer, supervisory or industrial engineer, production management specialist, production officer, supervisory or industrial specialist, general engineer, aerospace engineer, electronic engineer, mechanical engineer.

**Representative Office Locations:** Acquisition-related manufacturing and production positions are normally located in a major HQ's staff, an acquisition organization's staff, in a program office, some laboratory activities, and within the DCMC of the DLA.

<sup>1</sup>Only when the incumbent performs the functions described in items (a) through (l).

## Position Category Description

### Quality Assurance

**Typical Duties:** Manages QA processes to establish essential quality standards and controls. Develops and executes plans that focus on quality of design, quality of conformance, and fitness for use. Integrates quality plan(s) into the system engineering process. Develops policies, procedures and test provisions, and quality requirements in specifications, standards, and solicitations. Evaluates QA during the acquisition process such as in design reviews, functional and physical configuration audits, production readiness reviews, and the milestone reviews supporting the Milestone Decision Authority. Performs process and product oriented reviews and audits. Issues and manages continuous improvement opportunities, corrective action requests, and product quality deficiency reports. Performs quality engineering functions to implement design of experiments, determine test adequacy, clarity of requirements, and measurement to demonstrate process capability and compliance. Supervises, directs and manages the workforce responsible for QA functions. Provides support to other functional personnel and personnel performing in-plant duties. Accepts and fields material for U.S. and foreign customers.

#### Typical Career Codes

<u>Civilian Series</u>	<u>Army AOC</u>	<u>Navy AQD</u>	<u>Air Force AFSC</u>	<u>Marine Corps MOS</u>
0018, 0028, 0334, 0414, 0660, 08XX, 13XX, 15XX, and 1910 <sup>1</sup>	51, 53B, 53C, and 97	AH (Any AQD beginning with AH)	64PQ, 62EQ, and 63AQ	9630

**Representative Job Titles:** Supervisory or QA Specialist, Supervisory or QA Representative, Staff QA Specialist, Mathematical Statistician, QA Engineer, Supervisor and/or Quality Engineer, Supervisor and/or General Engineer, Pharmacist, Physical Scientist, Chemist, Electronic Technician, Product Line Specialist, QA Director, or Division Chief, or Branch Chief, or Section Chief, QA Surveillance Representative, Entomologist, Engineering Technician, Computer Specialist, Product Auditor, Aircraft, Aerospace, Ammunition, Automotive, Chemicals, Clothing, Electronics, Materials, Mechanical, Medical, Nuclear, Processes, Shipbuilding, Computer Software, or Subsistence QA Specialist; Aerospace, Electronics, or Mechanical Engineer.

**Office Location:** QA personnel perform in a variety of acquisition areas; e.g., contracting, development and/or production, contract administration, and storage. The series requires knowledge of regulations and methods used in contracting, business and industry practices, and technical practices applicable to specific commodities.

<sup>1</sup>The 1910 Civilian Occupational Series in an acquisition organization is normally an acquisition position.

**Career Path**  
**Manufacturing, Production and Quality Assurance**

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training<sup>1</sup></u>
Level I GS-5 through GS-9 O-1 through O-3	Program office Manufacturing staff office QA engineer or staff  DLA field activity DCMC	<p><b>Mandatory:</b> One year of acquisition experience in engineering, manufacturing, production, or QA</p> <p><b>Desired:</b> At least 4 weeks (cumulative) rotational assignments at a contractor and/or government industrial facility to include experience in quality, manufacturing, engineering and contracting</p>		<p><b>Mandatory:</b> One basic (Level I) DAU course in systems acquisition management</p> <p><b>Mandatory:</b> One basic (Level I) DAU course in production and quality management</p>

<sup>1</sup>Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that may be used to meet the training standards for this career field.

# Career Path

## Manufacturing, Production and Quality Assurance

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education<sup>1</sup></u>	<u>Training<sup>2</sup></u>
Level II GS-9 through GS-12	Program office branch chief or division chief  Quality engineer and/or specialist	<p><b>Mandatory:</b> Two years of acquisition experience in engineering, manufacturing, production, or QA</p> <p><b>Desired:</b> Two additional years of experience in manufacturing, production, or QA</p>	<p><b>Desired:</b> Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial management, industrial technology or management, QA, or related field</p>	<p><b>Mandatory:</b> One intermediate (Level II) DAU course in systems acquisition management</p>

**Career path note:** On achieving Level II or III, an individual should plan on meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel includes serving in a position graded GS-13, and above and in the case of officers includes serving in the grade of O-4, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate degree or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (3b) At least 24 semester credit hours in the individual's career field and 12 semester hours or equivalent training in the disciplines listed in 3a above; or, (3c) Pass an equivalency exam.<sup>1</sup>

<sup>1</sup>See Appendix M for specific requirements for Acquisition Corps admission. Credit by examination is directed by 10 U.S.C. 1732(c) and covered in DoD Instruction 5000.58 (references (d) and (g)).

<sup>2</sup>Refer to current edition of the OUSD(A&D) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that may be used to meet the training standards for that career field.

# Career Path

## Manufacturing, Production and Quality Assurance

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience<sup>1</sup></u>	<u>Education<sup>2</sup></u>	<u>Training<sup>3</sup></u>
Level III GS-13 and above O-4 and above	Director of manufacturing Director of quality Director of product assurance  Service HQ  Acquisition command HQ or DLA  Commander, DLA Field Activity	<b>Mandatory:</b> At least 4 years of acquisition experience in engineering, manufacturing, production, or QA  <b>Desired:</b> Four additional years of experience in manufacturing, production, or QA	<b>Desired:</b> Baccalaureate degree in engineering, chemistry, physical science, mathematics, statistics, manufacturing or production management, industrial technology or management, QA, or related field  <b>Desired:</b> Master's degree in business, production management, engineering, or a related field	<b>Mandatory:</b> One advanced (Level III) DAU course in production and quality management  <b>Desired:</b> One advanced seminar in current acquisition management issues

<sup>1</sup>A General, Flag officer, or SES must have at least 10-years experience in acquisition positions. At least 4 years of that experience must have been performed while assigned to a CAP.

<sup>2</sup>See Appendix M for specific requirements for acquisition corps and CAP criteria. Credit by examination is directed by 10 U.S.C. 1732(c) and covered in DoD Instruction 5000.58 (references (d) and (g)).

<sup>3</sup>Refer to current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for that career field.

Career path note: CAPS may only be filled by members of an Acquisition Corps.

## Appendix G.

### Position Category Description Systems Planning, Research, Development, and Engineering

**Typical Duties:** Plan, organize, monitor, manage, oversee, and/or perform research and engineering activities relating to the design, development, fabrication, installation, modification, or analysis of systems or systems components. Duties may require identification, establishment, organization, or implementation of acquisition engineering objectives and policies, or establishing of specifications. Those duties are usually accomplished by scientists and engineers directly supporting acquisition programs, projects, or activities (including medical).

#### Typical Career Codes<sup>1</sup>

<u>Civilian Series</u>	<u>Army AOC</u>	<u>Navy AQD</u>	<u>Air Force AFSC</u>	<u>Marine Corps MOS</u>
0180, 04XX, 08XX, 13XX, and 15XX	51A and 53C	AS (Any AQD beginning with AS)	61SX, 62EX, 63AX, and 33SX	4002, 9626, 9632, 9620, 6005, 9624, 9626, and 9636

**Representative Job Titles:** Systems engineer, project engineer, project officer, project manager, supervising project engineer, computer specialist, operations research analyst, software engineer, technical director, naval architect, systems integration engineer, engineering research psychologist, and project leader.

**Position Location:** Normally found in HQs, system or materiel acquisition organizations, including program offices, DCMC, and may be found in research, development, and engineering centers, engineering centers, or laboratories.

<sup>1</sup>These Civilian Occupational Series and Military Specialties are typically required by such positions; however, that is not an exhaustive list, nor are all personnel in those job series necessarily engaged in acquisition.

# Career Path

## Systems Planning, Research, Development and Engineering

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training<sup>2</sup></u>
Level I GS-5 through GS-9  O-1 through O-3	Program office scientific and engineering junior position  Systems, materiel, acquisition, or DCMC scientific and engineering junior position  R&D center, engineering center, or laboratory science and engineering position involved in direct materiel acquisition support	<p><b>Mandatory:</b> One year of acquisition experience in science or engineering</p>	<p><b>Mandatory:</b> Baccalaureate degree from an accredited institution of higher learning in engineering, physics, chemistry, mathematics, or related fields<sup>1</sup></p>	<p><b>Mandatory:</b> One basic (Level I) DAU course in systems acquisition management</p>

<sup>1</sup>Exception: the baccalaureate degree requirement shall not apply to any employee who on October 1, 1991, had at least 10 years of acquisition experience in SPRDE.

<sup>2</sup>Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for that career field.

# Career Path

## Systems Planning, Research, Development and Engineering

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training<sup>3</sup></u>
Level II GS-9 through GS-13 O-3 through O-4	Program office scientific and engineering intermediate position  Systems, materiel acquisition, or DCMC scientific and engineering intermediate position  R&D center, engineering center, or laboratory science and engineering position involved in materiel development and acquisition; major R&D program management	<b>Mandatory:</b> At least 2 years of acquisition experience in science or engineering  <b>Desired:</b> An additional 2 years of acquisition experience in science or engineering	<b>Mandatory:</b> Baccalaureate degree from an accredited institution of higher learning in engineering, physics, chemistry, mathematics, or related fields <sup>1</sup>  <b>Desired:</b> Master's degree from an accredited institution of higher learning in engineering, physics, chemistry, operations research, mathematics, management, or related fields	<b>Mandatory:</b> One intermediate (Level II) DAU course in systems acquisition management  <b>Mandatory:</b> One intermediate (Level II) DAU course in SPRDE  <b>Desired:</b> Any mandatory DAU Level I or II course in one of the specified career fields <sup>4</sup>

**Career path note:** On achieving Level II or III, an individual should plan for meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel include serving in a position graded GS-13, and above and in the case of officers includes serving in the grade of O-4, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate degree or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; or, (3b) at least 24 semester credit hours in the individual's career field and 12 semester hours, or equivalent training in the disciplines listed in 3b above; or, (3c) Pass an equivalency exam.<sup>5</sup>

**Exception:** The baccalaureate degree requirement shall not apply to any employee who on October 1, 1991 had at least 10 years of acquisition experience in SPRDE.

<sup>2</sup>See the DAU Directory (ADS-93-01-DIR, Volume 1, reference (p)) for recommended semester hour credit for certain training courses.

<sup>3</sup>Refer to current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for that career field.

<sup>4</sup>Specified career fields are acquisition logistics, communications-computer systems, manufacturing and production, QA, T&E, or SPRDE.

<sup>5</sup>See Appendix M for specific requirements for Acquisition Corps admission. Credit by examination is directed by 10 U.S.C. 1732(c) and is covered in DoD Instruction 5000.58 (references (d) and (g)).

# Career Path

## Systems Planning, Research, Development and Engineering

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience<sup>1</sup></u>	<u>Education</u>	<u>Training<sup>5</sup></u>
Level III GS -13 and above	Program office scientific and engineering senior position  Systems, materiel acquisition or contract management command scientific or engineering management position  Service headquarters and OSD staff position	<p><b>Mandatory:</b> Four years of acquisition experience in science or engineering<sup>2</sup></p> <p><b>Desired:</b> Four additional years of experience in acquisition positions of increasing responsibility and complexity</p> <p>R&amp;D center, engineering center, or laboratory science and engineering position involved in materiel development and acquisition; major science and technology program management</p>	<p><b>Mandatory:</b> Baccalaureate degree from an accredited institution of higher learning in engineering, physics, chemistry, mathematics, or related fields<sup>3</sup></p> <p><b>Desired:</b> Advanced degree from an accredited institution of higher learning in engineering, physics, chemistry, operations research, mathematics, management, or related field</p> <p><b>Desired:</b> Twelve semester credit hours selected from accounting, business finance, law, economics, industrial management, quantitative methods, or organization and management<sup>4</sup></p>	<p><b>Mandatory:</b> One advanced (Level III) DAU course in SPRDE</p> <p><b>Desired:</b> Any mandatory Level II or Level III DAU course in one of the specified career fields<sup>2</sup></p>
O-4 and above				<p><sup>1</sup>A General, Flag officer, or SES must have at least 10-years experience in acquisition positions. At least 4 years of this experience must have been performed while assigned to a CAP.</p> <p><sup>2</sup>Specified career fields are acquisition logistics, program management, communications-computer systems, manufacturing and production, QA, T&amp;E, or SPRDE.</p> <p><sup>3</sup>Exception: the baccalaureate degree requirement shall not apply to any employee who on October 1, 1991, had at least 10 years of acquisition experience in SPRDE.</p> <p><sup>4</sup>See the DAU Directory (ADS-93-01-DIR, Volume 1, reference (p)) for recommended semester hour credit for certain training courses.</p> <p>Reference (p) is available through the DAU or from your Component DACM.</p> <p><sup>5</sup>Refer to current edition of the OUSD(A&amp;T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for that career field.</p>

Career path note: CAPs may only be filled by members of the Acquisition Corps.

## Appendix H.

### Position Category Description

#### Test and Evaluation

**Typical Duties:** Plan, monitor, and conduct T&E of prototype, new, or modified weapon systems, equipment or materiel; analyze, assess, and evaluate test data and results; prepare assessments of test data and test results, and write reports of findings. Work typically includes the following:

- a. Modify, adapt, tailor, or extend standard T&E guides, precedents, criteria, methods, and techniques.
- b. Categorize test data, equipment, materiel, or system deficiencies.
- c. Design and use new test equipment, procedures, and approaches.
- d. Certify equipment, materiel or system readiness for operational testing.
- e. Conduct and evaluate and/or analyze test results.
- f. Perform staff assignments such as technical consultant, planner, evaluator-advisor, and/or coordinator in a T&E organization.
- g. Monitor related activities at contractor facilities.
- h. Writing, editing and staffing a Test and Evaluation Master Plan.

#### Typical Career Codes<sup>1</sup>

<u>Civilian Series</u> <sup>2</sup>	<u>Army AOC</u>	<u>Navy AQD</u>	<u>Air Force AFSC</u>	<u>Marine Corps MOS</u>
08XX, 13XX, and 15XX	51, 53B, and 53C	AT (Any AQD beginning with AT)	11AQ, 12AQ, 12BQ, 12FQ, 12KQ, 13BQ, 22XX, 33SX, 61SX, 62EX, and 63AX	6005 and 96XX

**Office Location:** Individuals involved in T&E are typically found at the test centers and ranges, responsible for performing developmental testing, supporting operational T&E and supporting in-service engineering with the Tri-services and several Defense Agencies. In the Services, the people are concentrated at Major Range and Test Facility Base activities and program offices. Staff positions in T&E are found in systems command HQs, warfare centers, Service staffs, PEO offices, the DLA, and the OSD. To a lesser degree, they are also located in the laboratory activities of the Services.

<sup>1</sup>The above listed Civilian Occupational Series and Military Specialties are typically required for various T&E positions. This is not an exhaustive list, nor are all personnel in those job series necessarily engaged in acquisition T&E.

<sup>2</sup>In addition to the codes listed, any position classified by using the "OPM Factor Evaluation System Grade Level Guide for Test and Evaluation in Engineering and Science Occupations," (reference (v)) is included.

## Career Path Test and Evaluation

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training<sup>3</sup></u>
Level I GS-5 through GS-9 O-1 through O-3	Data analyst Specialist-in-training Equipment and/or material evaluator Engineer-in-training Assistant test designer	<b>Mandatory:</b> One year of acquisition experience <sup>1</sup>	<b>Mandatory:<sup>2</sup></b> Baccalaureate degree with 24 semester hours, or equivalent, in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field	<b>Mandatory:</b> One basic (Level I) DAU course in systems acquisition management <b>Mandatory:</b> One basic (Level I) DAU acquisition course in T&E

<sup>1</sup>T&E evaluation experience, or experience with a technical orientation in an acquisition position is preferred.

<sup>2</sup>Exception: Any employee who, on October 1, 1991, had at least 10-years of experience in acquisition positions, is not required to have a baccalaureate degree.

<sup>3</sup>Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for that career field.

## Career Path Test and Evaluation

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training</u>
Level II GS-9 through GS-13 O-3 through O-4	Branch head Section head Technologist Area specialist Senior tester  Senior evaluator Test designer	<p><b>Mandatory:</b> Two years of acquisition experience of which at least 1 year is T&amp;E experience</p> <p><b>Desired:</b> An additional 2 years of acquisition experience of which 1 year is T&amp;E experience</p>	<p><b>Mandatory:</b> Level II education requirements</p> <p><b>Desired:</b> Masters degree in physical science, mathematics, chemistry, engineering, physics, operations research, or a related field</p> <p><b>Desired:</b> Two 3 CEU<sup>1</sup> technical courses in a T&amp;E specialty area</p> <p><b>Desired:</b> See career path note below</p>	<p><b>Mandatory:</b> One intermediate (Level II) DAU course in systems acquisition management</p> <p><b>Mandatory:</b> One intermediate (Level II) DAU course in T&amp;E</p>

**Career path note:** On achieving Level II or III, an individual should plan on meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel includes serving in a position graded GS-13, and above and in the case of officers includes serving in the grade of O-4, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate degree or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (3b) At least 24 semester credit hours in the individual's career field and 12 semester hours or equivalent training in the disciplines listed above; or, (3c) Pass an equivalency exam.<sup>3</sup>

<sup>1</sup>One CEU is equivalent to 10 hours of instruction. (See Definitions.)

<sup>2</sup>Refer to current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for this career field.

<sup>3</sup>See Appendix M for specific requirements for Acquisition Corps admission. Credit by examination is directed by 10 U.S.C. 1732(c) and covered in DoD Instruction 5000.58 (references (d) and (g)).

## Career Path Test and Evaluation

Level and/or Typical Grade	Typical Assignments	Experience <sup>1</sup>	Education	Training
Level III GS-13, and above O-4, and above	Division head Department head Senior technologist HQ director Small facility technical director HQ branch head T&E director Section head	<p><b>Mandatory:</b> Four years of acquisition experience of which at least 2 years is T&amp;E experience</p> <p><b>Desired:</b> Four additional years of acquisition experience of which at least 2 years is T&amp;E experience</p>	<p><b>Mandatory:</b> Level I education requirements</p> <p><b>Desired:</b> Level II desired education plus 1 additional 3 CEU<sup>2</sup> technical course in a test and evaluation specialty</p> <p><b>Desired:</b> (1) At least 12 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, business quantitative methods, organization and management</p>	<p><b>Mandatory:</b><sup>3</sup> One advanced (Level III) DAU course in T&amp;E</p>

<sup>1</sup>A General, Flag officer, or, SES must have at least 10-years experience in acquisition positions. At least 4 years of that experience must have been performed while assigned to a CAP. (See Appendix M.)

<sup>2</sup>One CEU is equivalent to 10 hours of instruction. (See Definitions.)

<sup>3</sup>Refer to current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies that can be used to meet the training standards for that career field.

Career path note: CAPs may only be filled by members of the Acquisition Corps.

# Appendix I.

## Position Category Description

### Auditing

**Typical Duties:** Perform contract auditing and provide accounting and financial advisory services to the Department of Defense and other Government Agencies in negotiation, administration, and settlement of contracts, and subcontracts. The basic nature of auditing is to plan and scope the audit based on an assessment of risk, perform such tests and analysis as necessary to gather sufficient evidential matter, evaluate the results and reach logical, well supported conclusions. The contract auditor's duties include evaluating information about contractor economic assertions, comparing those assertions to established criteria and reporting the results to interested third parties. The types of audits performed include audits of contractor proposal submissions, incurred cost, compliance with the "Truth in Negotiations Act," 10 U.S.C. 2306a (reference (w)), compliance with Cost Accounting Standards, contract terminations, claims for abnormal conditions, contractor financial condition and contractor systems and operations. Contract auditors also assist Government trial attorneys in the development, analysis, and presentation of Government positions before the Armed Services Board of Contract Appeals, and United States Court of Federal Claims as well as testify as factual or expert witnesses. Contract auditors function as consultants to various organizations under the Defense Acquisition Regulatory Council such as the Cost Principles, Pricing, Finance, and Contract Administration Committees. Contract auditors must comply with Generally Accepted Government Auditing Standards, which incorporate the American Institute of Certified Public Accounts Auditing Standards, on the auditor's professional qualifications, the quality of audit effort (including planning, supervision, exercise of due professional care, obtaining sufficient competent evidential matter), and the characteristics of professional and meaningful audit reports.

#### Typical Career Codes

Civilian Series	Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS
GS 511 <sup>1</sup>	N/A	N/A	N/A	N/A

**Representative Job Titles:** Besides field auditor positions, a number of procurement liaison auditors are assigned at major buying commands to facilitate coordination and communication between field auditors and the procurement community. Staff auditor positions are found in the Defense Contract Audit Agency (DCAA) regional offices and HQs. They involve technical guidance and audit policy formulation.

**Office Locations:** The DCAA performs all necessary contract audits for the Department of Defense and provides accounting and financial advisory services on contracts and subcontracts to all DoD Components responsible for procurement and contract administration (DoD Directive 5105.36 (reference (x)) and to other Federal Agencies on a reimbursable basis. Over 10,000 contractors throughout the United States and abroad are audited. The Agency has approximately 400 field audit offices, and suboffices (including 31 resident offices, 77 branch offices, and 305 suboffices). Auditors at resident offices are on-site full-time at a given contractor location. Branch offices service all contractors within a given geographical area (except resident offices) and generally provide coverage on a mobile basis. Suboffices are established at significant contractor locations that do not warrant a resident office.

<sup>1</sup>That series includes positions whose duties are to manage, supervise, or perform work consisting of a systematic examination and appraisal of financial records, financial and management reports, management controls, policies, and practices affecting or reflecting the financial condition and operating results of an activity; or analytical work related to the development and execution of audit policies and programs when such work requires the application of professional accounting knowledge, standards, and principles.

## Career Path Auditing

Level/ Typical Grade	Typical Assignments	Experience	Education	Training <sup>1</sup>
Level I GS-5 through GS-7 O-1 through O-3	Auditor trainee I Auditor trainee II Accounting and/or auditing work experience in industry or public accounting	<b>Mandatory:</b> Meet the standard in U.S. OPM Qualification Standards for General Schedule Positions (reference (n)) for entry into the series. A baccalaureate degree with 24 hours in accounting may be substituted for experience	<b>Mandatory:</b> (1) A baccalaureate degree, in accounting, or (2) A baccalaureate degree in a related field such as business administration or finance that included or was supplemented by 24 semester hours in accounting; or (3) At least 4 years experience in accounting; or (4) An equivalent combination of accounting experience, college education, and training	<b>Mandatory:</b> DAU course - AUD 1130, "Technical Indoctrination"
			<b>Desired:</b> DAU course - AUD 1124, "Audit Applications of FAR, Part 31"	<b>Desired:</b> DAU course - AUD 1111, "Orientation to Contract Auditing"
				<b>Desired:</b> DAU course - AUD 6115, "Effective Report Writing"

<sup>1</sup>Refer to the current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies (provided by the Defense Contract Audit Institute (DCAI)) that may be used to meet the training standards for that career field.

## Career Path Auditing

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience</u>	<u>Education</u>	<u>Training<sup>2</sup></u>
Level II GS-9 through GS-12  O-3 through O-4	(Line or staff assignments)  Junior auditor or Semi-senior auditor  Senior auditor or technical service center (TSC) auditor	<u>Mandatory:</u> Auditing experience of increasing complexity and responsibility  <u>Desired:</u> Experience performing increasingly complex audits for normal progression and with increasing independence	<u>Mandatory:</u> Entry below GS-9: Completion of Level I requirements;  OR, if entry at GS-09: <u>Mandatory:</u> (1) In addition to completion of level I requirements, Complete requirements for a master's degree or equivalent; or (2) two full years of graduate education  <u>Desired:</u> Beginning graduate studies leading to a master's degree in accounting, business administration, management, or a related field.	<u>Mandatory:</u> One of the following DAU courses - AUD 4120 Statistical Sampling; OR, AUD 4230 Graphic, Computational and Improvement Curve Analysis Techniques; OR, AUD 1320 Intermediate Contract Auditing  <u>Desired:</u> Intermediate (Level II) DCAI courses <sup>3</sup>  <u>Desired:</u> Professional certification <sup>1</sup>

**Career Path note:** On achieving Level II or III, an individual should plan on meeting the criteria for the Acquisition Corps. Criteria for selection into the Acquisition Corps for civilian personnel include serving in a position graded GS-13, and above and in the case of officers includes serving in the grade of O-4, and above. Criteria further include: (1) Four years acquisition experience; (2) A baccalaureate degree or certification by an ACPB; and (3a) At least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management; or, (3b) At least 24 semester credit hours in the individual's career field and 12 semester hours or equivalent training in the disciplines listed in 3a above; or, (3c) Pass an equivalency exam<sup>4</sup>.

<sup>1</sup>Professional certification includes: Certified Public Accountant, Certified Management Accountant, Certified Internal Auditor, and Certified in Information Systems Auditing

<sup>2</sup>Refer to current edition of the OUSD(A&T) DAU Catalog (reference (o)) for a list of mandatory and desired courses and approved equivalencies provided by the DCAI that can be used to meet the training standards for this career field

<sup>3</sup>See the OUSD(A&T) DAU Catalogue (reference (o)) for a list of courses that will satisfy this requirement

<sup>4</sup>See Appendix M for specific requirements for Acquisition Corps admission. Credit by examination is directed by 10 U.S.C. 1732(c) and covered in DoD Instruction 5000.58 (references (d) and (g)).

## Career Path Auditing

<u>Level and/or Typical Grade</u>	<u>Typical Assignments</u>	<u>Experience<sup>1</sup></u>	<u>Education</u>	<u>Training<sup>2</sup></u>
Level III GS-13, and above	(Line or staff assignments) Director or deputy director Assistant director and/or deputy assistant director principal staff element	<b>Mandatory:</b> All Level I and II required qualification from U.S. OPM Qualification Standards for General Schedule Positions (reference (n)).  <b>Desired:</b> Supervisory auditors must also meet additional OPM required qualifications	<b>Mandatory:</b> Completion of Level II requirements  <b>Desired:</b> Master's degree in accounting, business administration, management, or other related field	<b>Mandatory:</b> For Supervisory Positions: DAU course - AUD 8560, "DCAA Supervisory Skills Workshop"  <b>Desired:</b> DAU course - AUD 4030, "Quantitative Methods"; or AUD 5640, "Electronic Data Processing for Managers"; or AUD 1275, "Advanced Cost Management Systems"; or an executive seminar
O-4, and above	Regional director or deputy regional director Regional audit manager or HQ division chief or special programs manager or manager, DCAI	<b>Desired:</b> Assignments in a variety of organizational settings	Field office manager or PM or chief, special programs division or branch chief, DCAI or TSC	<b>Desired:</b> One advanced (Level III) DAU course in Executive Contracting

<sup>1</sup>A General, Flag officer, or, SES must have at least 10-years experience in acquisition positions. At least 4 years of that experience must have been performed while assigned to a CAP

<sup>2</sup>Credit by examination is directed by 10 U.S.C. 1732(c) and covered in DoD Instruction 5000.58 (references (d) and (g)).

Career Path note: CAPs may only be filled by members of the Acquisition Corps.

## Appendix J.

### Position Category Description

### Program Management Oversight

**Typical Duties:** Perform oversight and/or direct management or staff support of the DoD acquisition system. Formulates policy for the support of the DoD acquisition system. The execution of the duties of those positions is guided by DoD Directive 5000.1, DoD Instruction 5000.2, DoD 5000.2-M, and DoD Directive 8120.1, DoD Instruction 8120.2 (references (a), (b), (t) and (u)), or related issuances governing acquisition programs in the DoD Components. Those duties require an individual who is qualified at the highest level in one of the acquisition career fields, often program management. A position in that category normally is nonspecific as to acquisition function, requiring an individual with a broad background and perspective. That is a position category only, as described in DoD Directive 5000.58, (reference (g)).

#### Typical Career Codes<sup>1</sup>

<u>Civilian Series</u>	<u>Army AOC</u>	<u>Navy AQD</u>	<u>Air Force AFSC</u>	<u>Marine Corps MOS</u>
0301, 0334, 0340, 0343, 0346, 0391, 05XX, 08XX, 11XX, 13XX, 1515, and 1910	51, 53B, 53C, and 97	AV (Any AQD beginning with AV)	60 CX, 25LX, 33SX, and 63AX	9958, and 9959

**Representative Job Titles:** CAE, PEO, Acquisition Commanders, Program Analyst, and Policy Directors.

#### Office Locations:

1. Use of that position category is reserved exclusively for the management HQ activities and the management HQ support activities (who are GS-15, or O-6, and above), as defined by, and listed in DoD Directive 5100.73, (reference (f)).
2. Program management oversight positions are generally located in a CAE organization, in the headquarters element of an acquisition organization; with the Chairman of the Joint Chiefs of Staff, and in the OSD.

<sup>1</sup>Possession of one of those career codes does not necessarily mean inclusion in the acquisition workforce or the program management career field.

## Appendix K.

### Position Category Description Education, Training, and Career Development<sup>1</sup>

**Typical Duties:** Faculty and educational administrators who manage, develop, conduct, and evaluate acquisition education, training, and career development programs to include curriculum planning; research and consulting; evaluation and analysis of curriculum materials, training methodology, and instructional systems; and instructing students in acquisition subjects. Developmental acquisition positions are used to provide a period of supervised acquisition experience and/or on-the-job training. Such positions may be at any grade level. Specifically excluded from being designated as a developmental acquisition position are the positions of PEOs, PMs, DPMs, positions in which the duties involve managing or supervising acquisition personnel, and other positions that are essential to the acquisition process. If a developmental position is a CAP, the assignment of a person who is not a member of an Acquisition Corps shall require a waiver.

Career Codes				
Civilian Series	Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS
Any	Any	AX (Any AQD that starts with AX)	Any	Any
<b>Representative Job Titles:</b> "Professor," "instructor," "executive-in-residence," "executive director," "director," "dean," "DACM," and for student or developmental positions, any acquisition-related position title.				
<b>Office Location:</b> Acquisition schools (to include the DAU), offices of the DACM, and, in the case of developmental acquisition positions, any acquisition organization.				
1That is a position category only and not a separate career field. That category may be used for faculty in acquisition schools, for management and oversight of acquisition education training and career development programs, for student positions, for developmental acquisition positions, and for similar assignments. Such positions may instead be placed in a functional position category, particularly when the continued emphasis and requisite background for the position is in a specific discipline, such as contracting or program management.				

## Appendix L.

### Position Category Description

### DLA Multifunction Management

**Typical Duties:** Perform direct management, supervision of staff, technical leadership, support of acquisition functions within the DLA. Supervise a multifunctional team to interpret and implement policy and procedures in support of the DoD acquisition process. The duties require an individual who is certified at the appropriate level in one of the acquisition career fields. The duties in this category are normally nonspecific as to acquisition function, requiring an individual with a broad acquisition background and perspective.

#### Typical Career Codes<sup>1</sup>

Civilian Series	Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS
1101, 301, and any other occupation series	51, 53B, 53C, and 97	AV (Any AQD beginning with AV)	33SX, 62EX, 63AX, 64PX, and 65WX	9958 and 9959

**Representative Job Titles:** Operations and technical assessment group leader, operations support manager, multifunctional team leader, customer service chief, materiel management chief, and supervisory commodity business specialist.

**Qualification Standards:** Mandatory: according to the level of the position, Level II or III certification in an acquisition career field relevant to the duties of the position. ACQ 201 also is mandatory. Desired: Cross-functional training and experience in other career field(s) related to the duties of the position; Level I and II core acquisition courses. Certification in more than one career field is desirable. Program management experience is not accrued when serving in this position category.

**Office Locations:** DLA and its subordinate commands; other Components if similarly organized. If used by other Components this position category is called "Multifunction Management."

<sup>1</sup>Possession of one of these career codes does not necessarily mean inclusion in the acquisition workforce or the acquisition management career field.

## APPENDIX M

### Assignment Qualifications and Procedural Guidance for Waivers

#### A. ASSIGNMENT QUALIFICATIONS: PM, MDAP (ACAT I)

##### 1. Standards

a. The Program Management Course (PMC) or the Advanced Program Management Course (APMC), and the Executive Program Manager Course (EPMC) at the DSMC, or USD(A&T) approved comparable course.

b. Eight years of acquisition experience, 4 of which were performed in a program office or similar organization. Two of these 4 years may have been performed in a position of equivalent responsibility in acquisition.

c. Written agreement to stay in the assignment through completion of the milestone closest to 4 years.

2. Authority To Grant Waiver. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or the Defense Acquisition Executive (DAE), delegable only to the DACM.

##### 3. Waiver Procedures

a. Appointing authority shall submit a DD Form 2595, "Department of Defense PM and/or DPM Waiver Request," (or equivalent), to the DACM. If an ACAT I (D) program, the SAE submits to the USD(A&T), as part of consultation before appointment of a PM.

b. Quarterly, the DACMs shall file copies of approved waivers with the Director, AET&CD.

##### 4. References

a. Standards. 10 U.S.C. 1734(b)(2), 1735(b), 1737(b), and 1737(c); and DoD Instruction 5000.58, paragraphs F.5.c., and subparagraphs F.6.b.(3), and F.6.f.(8) (references (d) and (g)).

b. Waivers. Sections 1737(c) of reference (d), and subparagraphs F.6.b.(4) and F.6.f.(7) of reference (g).

c. Reporting. Sections 1761(b) and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraph F.16.i., and enclosures 14 and 25 (reference (y)).

##### 5. Comments

a. Those are CAPs requiring Acquisition Corps membership. The provisions of sections J. and L., below, are additionally applicable.

b. Acquisition Corps members who do not meet the standards in subsection A.1., above, may be assigned for up to 6 months without waiver.

**B. ASSIGNMENT PERIOD (TENURE): PM, MDAP (ACAT I)**

1. Requirement. The PM of a MDAP, if assigned on or after October 1, 1991, may not be reassigned until completion of the major milestone occurring closest in time to the date on which the person has served for 4 years.

2. Authority To Grant Waiver. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or the DAE, delegable only to the DACM.

**3. Waiver Procedures**

a. Appointing authority shall submit DD Form 2593 "Waiver of Assignment Period for PMs or DPMs" (or equivalent), to the DACMs. If an ACAT I (D) program, SAE submits to USD(A&T) as part of consultation on appointment of replacement PM.

b. Quarterly, the DACMs shall file copies of approved waivers with the Director, AET&CD.

**4. References**

a. Requirement. 10 U.S.C. 1734(b)(1) and DoD Instruction 5000.58, paragraph F.6.b. and subparagraph F.6.f.(8) (references (d) and (g)).

b. Waivers. Section 1734(d) of reference (d) and paragraph F.6.b. of reference (g).

c. Reporting. Sections 1734(d)(3), 1761(b), and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraphs F.16.d. and F.16.i., and enclosure 24; (reference (y)), and paragraphs F.6.b. and F.6.f. of reference (g).

5. Comment. PMs of an MDAP assigned prior to October 1, 1991, may not be reassigned until completion of 4 years, or completion of a major milestone. The waiver procedures in subsection B.3., above, apply.

**C. ASSIGNMENT QUALIFICATIONS: DPM, MDAP (ACAT I)**

**1. Standards**

- a. The PMC or the APMC, and the EPMC at the DSMC, or USD(A&T) approved comparable course.
- b. Six years of acquisition experience, 2 of which were performed in a program office or similar organization.
- c. Written agreement to stay in the assignment through completion of the milestone closest to 4 years.

**2. Authority To Grant Waiver**. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or the DAE, delegable only to the DACM.

**3. Waiver Procedures**

- a. Appointing authority shall submit a DD Form 2595, (or equivalent), to the DACM.
- b. Quarterly, the DACMs shall file copies of approved waivers with the Director, AET&CD.

**4. References**

- a. Standards. 10 U.S.C. 1734(b)(2), 1735(b) and 1737(b) and 1737(c); DoD Instruction 5000.58, subsection D.7, paragraphs F.5.c., and subparagraphs F.6.b.(3) and F.6.f.(8) (references (d) and (g)).
- b. Waivers. Sections 1737(c) of reference (d); and subparagraphs F.6.b.(4) and F.6.f.(7) of reference (g).
- c. Reporting. Sections 1761(b) and 1762(c)(10) of reference (d); and DoD Instruction 5000.55 paragraph F.16.i., and enclosures 14 and 25 (reference (y)).

**5. Comments**

- a. Those are CAPs, requiring Acquisition Corps membership. Therefore, the provisions of sections J. and L., below, are additionally applicable.
- b. Acquisition Corps members who do not meet standards in subsection C.1., above, may be assigned for up to 6 months without waiver.

**D. ASSIGNMENT PERIOD (TENURE): DPM, MDAP (ACAT I)**

1. **Requirement.** The DPM of an MDAP, if assigned on or after October 1, 1991, may not be reassigned until completion of the major milestone occurring closest in time to the date on which the person has served for 4 years.

2. **Authority To Grant Waiver.** The Secretary of a Military Department or the Secretary of Defense acting through SAE or the DAE, delegable only to the DACM.

3. **Waiver Procedures**

a. Appointing authority shall submit a DD Form 2593, (or equivalent), to the DACM.

b. Quarterly, the DACMs shall file copies of approved waivers with the Director, AET&CD.

4. **References**

a. **Requirement.** 10 U.S.C. 1734(b), and DoD Instruction 5000.58 paragraphs F.6.b. and subparagraph F.6.f.(8) (references (d) and (g)).

b. **Waivers.** Section 1734(d) of reference (d); and paragraph F.6.b. of reference (g).

c. **Reporting.** Sections 1734(d)(3), 1761(b), and 1762(c)(10) of reference (d), DoD Instruction 5000.55 paragraphs F.16.d. and F.16i., and enclosure 24 (reference (y)), and paragraphs F.6.b. and F.6.f. of reference (g).

5. **Exception.** That assignment-period requirement is statutorily waived when an individual is reassigned to another CAP from the position of DPM. In such cases, a Component-level waiver need not be processed nor submitted to the Director, AET&CD.

**E. ASSIGNMENT QUALIFICATIONS: PM, SIGNIFICANT NONMAJOR DEFENSE ACQUISITION PROGRAM (ACAT II)**

**1. Standards**

- a. The PMC or the APMC, and the EPMC at the DSMC, or USD(A&T) approved comparable course.
- b. Six years of acquisition experience.

2. **Authority To Grant Waiver**. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or the DAE, delegable only to the DACM.

**3. Waiver Procedures**

- a. Appointing authority shall submit a DD Form 2595, (or equivalent), to the DACM.
- b. Quarterly, the DACMs shall file copies of approved waivers with the Director, AET&CD.

**4. References**

- a. **Standards**. 10 U.S.C. 1735(b) and 1737(b), DoD Directive 5000.52, subsection D.10., and DoD Instruction 5000.58, subsection D.7, paragraph F.5.c., and subparagraph F.6.b.(3) (references (d), (h), and (g)).
- b. **Waivers**. Section 1737(c) of reference (d), and subparagraphs F.6.b.(4) and F.6.f.(7) of reference (g).
- c. **Reporting**. Sections 1761(b) and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraph F.16.i. and enclosure 14 (reference (y)).

**5. Comments**

- a. Acquisition Corps members who do not meet the standards in subsection E.1., above, may be assigned for up to 6 months without waiver.
- b. PMs also must be members of an Acquisition Corps. See sections J. and L., below, for standards and waivers for CAPs and Acquisition Corps membership.

**F. ASSIGNMENT QUALIFICATIONS: DPM, SIGNIFICANT NONMAJOR DEFENSE ACQUISITION PROGRAM (ACAT II)**

**1. Standards**

- a. The PMC or the APMC, and the EPMC at the DSMC, or USD(A&T) approved comparable course.
- b. Four years of acquisition experience.

**2. Authority To Grant Waiver**. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or the DAE, delegable only to the DACM.

**3. Waiver Procedures**

- a. Appointing authority shall submit DD Form 2595, (or equivalent), to the DACM.
- b. Quarterly, DACMs shall file copies of approved waivers with the Director, AET&CD.

**4. References**

- a. Standards. 10 U.S.C 1734(b)(2), 1735(b) and 1737(b), and DoD Instruction 5000.58 paragraph F.5.c. and subparagraph F.6.b.(3) (references (d) and (g)).
- b. Waivers. Sections 1737(c) of reference (d), and subparagraphs F.6.b.(4) and F.6.f.(7) of reference (g).
- c. Reporting. Sections 1761(b) and 1762(c)(10) of reference (d); and DoD Instruction 5000.55, paragraph F.16.i. and Enclosure 14 (reference (y)).

**5. Comments**

- a. Acquisition Corps members who do not meet the standards in subsection F.1., above, may be assigned for up to 6 months without waiver.
- b. DPMs must also be members of an Acquisition Corps. See sections J and L, below, for standards and waivers for CAPs and Acquisition Corps membership.

**G. ASSIGNMENT QUALIFICATIONS: PEOs**

**1. Standards**

- a. The PMC or the APMC, and the EPMC at the DSMC, or USD(A&T) approved comparable course.
- b. Ten years of acquisition experience, 4 of which were performed in a CAP.
- c. Held a position as a PM or DPM.

**2. Authority To Grant Waiver**. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or the DAE, delegable only to the DACM.

**3. Waiver Procedures**

- a. Appointing authority shall submit DD Form 2597, "Department of Defense Program Executive Officer Waiver Request," (or equivalent), to the DACM. SAE submits to the USD(A&T) as part of consultation prior to appointment of PEO.
- b. Quarterly, the DACMs shall file copies of approved waivers with the Director AET&CD.

**4. References**

- a. Standards. 10 U.S.C. 1735(c) and 1737(b), and DoD Instruction 5000.58., paragraph F.6.c.(references (d) and (g)).
- b. Waivers. Sections 1737(c) of reference (d), and subparagraph F.6.f.(7) of reference (g).
- c. Reporting. Sections 1761(b) and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraph F.16.i., and enclosures 14 and 26 (reference (y)).

**5. Comments**

- a. PEO positions are CAPs, requiring Acquisition Corps membership. Therefore, sections J. and L., below, are additionally applicable.
- b. Acquisition Corps members who do not meet the standards of subsection G.1., above, may be assigned for up to 6 months without waiver.

**H. ASSIGNMENT QUALIFICATIONS: FLAG AND GENERAL OFFICERS AND CIVILIAN EQUIVALENTS**

1. **Standard**. Ten years of acquisition experience, 4 of which were performed in a CAP.
2. **Authority To Grant Waiver**. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or DAE, delegable only to the DACM.
3. **Waiver Procedures**
  - a. Appointing authority shall submit DD Form 2599, "Department of Defense General/Flag Officer/Civilian Equivalent Critical Acquisition Position Assignment - Waiver Request," (or equivalent), to the DACM.
  - b. Quarterly, the DACMs shall file copies of approved waivers with the Director, AET&CD.
4. **References**
  - a. **Standard**. 10 U.S.C. 1735(d) and 1737(b), and DoD Instruction 5000.58 paragraph F.6.d. references (d) and (g)).
  - b. **Waivers**. Sections 1737(c) of reference (d), and paragraph F.6.f.(7) of reference (g).
  - c. **Reporting**. Sections 1761(b) and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraph F.16.i. and enclosures 14 & 27 (reference (y)).
5. **Comments**
  - a. Those are CAPs, requiring Acquisition Corps membership. Therefore, sections J. and L., below, are additionally applicable.
  - b. Acquisition Corps members who do not meet the standards in subsection H.1., above, may be assigned for up to 6 months without waiver.
  - c. When the statutory qualification standards must be waived for the assignment of a general officer, a flag officer or a civilian equivalent, to a CAP, the Secretaries of the Military Departments and the Heads of DoD Components (other than the Military Departments) must notify the USD(A&T) at least 30 days prior to the proposed assignment.

I. ASSIGNMENT QUALIFICATIONS: SENIOR CONTRACTING OFFICIALS

1. Standard. Four years of contracting experience.

2. Authority To Grant Waiver. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or DAE, delegable only to the DACM.

3. Waiver Procedures

a. Appointing authority shall submit DD Form 2601, "Department of Defense Senior Contracting Official -- Waiver Request," (or equivalent), to the DACM.

b. Quarterly, the DACMs shall file copies of approved waivers with the Director, AET&CD.

4. References

a. Standard. 10 U.S.C. 1735(e) and 1737(b), and DoD Instruction 5000.58 paragraph F.6.e. (references (d) and (g)).

b. Waivers. Section 1737(c) of reference (d), and subparagraph F.6.f.(7) of reference (g).

c. Reporting. Sections 1761(b) and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraph F.16.i., and enclosures 14 and 28 (reference (y)).

5. Comments

a. Those are CAPs, requiring Acquisition Corps membership. Therefore, sections J. and L., below, are additionally applicable.

b. Acquisition Corps members who do not meet the standards in subsection I.1., above, may be assigned for up to 6 months without waiver.

J. ASSIGNMENT QUALIFICATIONS: CAPs

1. Standards

- a. Member of an Acquisition Corps.
- b. Member has signed written agreement to stay in the assignment for 3 years.

2. Authority To Grant Waiver. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or DAE, delegable only to the DACM.

3. Waiver Procedures

- a. Appointing authority shall submit the request to the DACM (no standard form is provided).
- b. Quarterly, the DACMs shall file copies of approved waivers with the Director, AET&CD.

4. References

- a. Standards. 10 U.S.C. 1733, and 1734(a)(2); DoD Directive 5000.52, subsection D.10; and DoD Instruction 5000.58, paragraph F.6.f. (references (d), (h), and (g)).
- b. Waivers. Section 1737(c) of reference (d) and paragraph F.6.f. of reference (g).
- c. Reporting. Section 1761(b) and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraph F.16.j. and enclosure 14 (reference (y)).

5. Comments

- a. Standards do not apply to an employee who was in a CAP on October 1, 1992, for purposes of qualifying to continue to serve in such position.
- b. Section L, below, lists the standards for membership in an Acquisition Corps, which must be met or waived before assignment into a CAP.

**K. ASSIGNMENT PERIOD (TENURE): CAPs**

1. Standard. Component heads shall assign persons to CAPs for not less than 3 years.
2. Authority To Grant Waiver. The Secretary of a Military Department or the Secretary of Defense acting through the SAE or DAE, delegable only to the DACM.
3. Waiver procedures
  - a. Appointing authority shall submit DD Form 2592, "Department of Defense Waiver of Assignment Period in Critical Acquisition Positions," (or equivalent), to the DACM for waiver of the 3-year assignment period.
  - b. Quarterly, the DACMs shall file copies of approved waivers with the Director, AET&CD.
4. References
  - a. Standard. 10 U.S.C. 1734(a)(1), and DoD Instruction 5000.58 , paragraph F.6.f. (references (d) and (g)).
  - b. Waivers. Section 1734(d) of reference (d), paragraph F.6.f. of reference (g).
  - c. Reporting. Sections 1761(b) and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraph F.16.j. and enclosures 14 and 23 (reference (y)).
5. Comments
  - a. For a DPM only, the assignment period requirement is statutorily waived when the individual is reassigned to another CAP from the position of DPM. In such cases, a Component-level waiver need not be processed nor submitted to the Director, AET&CD.
  - b. In rare cases, Acquisition Executives may execute tenure waivers at the beginning of an assignment. In those instances, a written tenure agreement is not required.

## **L. QUALIFICATIONS: SELECTION INTO AN ACQUISITION CORPS**

### **1. Standards**

- a. GS-13, and above or O-4, and above.
- b. Education. Bachelor's degree OR ACPB certification of advancement potential. (This standard may be met by ACPB certification but MAY NOT be waived.)
- c. Education. Twenty four semester credit hours of study from among the following disciplines: accounting; business finance; law; contracts; purchasing; economics; industrial management; marketing; quantitative methods; organization and management; OR 24 semester credit hours in the person's career field AND EITHER 12 semester credit hours from among the disciplines listed in this paragraph, OR training in these disciplines equivalent to the 12 semester credit hours requirement, as prescribed by the Secretary of Defense. (Credit hour standards may be met by approved examinations.) (Allowable "quantitative methods" courses would be those mathematics courses applied to business and management such as statistics, operations research and mathematics normally taught in schools of business or management. Pure mathematics courses, such as calculus and differential equations would not meet the intent of the legislation and would not be counted toward credit in "quantitative methods.")

- d. Experience. Four years of acquisition experience.

- e. Training. Certification at Level II or Level III; or completion of all mandatory Level II or Level III acquisition career field training.

### **2. Exceptions**

- a. Education standards (degree and credit-hour standards, paragraphs L.1.b. and L.1.c., above) do not apply to employees with 10 years of acquisition experience on October 1, 1991. Such employees may enter an Acquisition Corps without the education standards being waived.

- b. Employees are exempt from the degree standard (paragraph L.1.b., above) if they meet all three of the following conditions:

- (1) Were serving in an acquisition position on October 1, 1991.
- (2) Had less than 10 years in acquisition positions as of October 1, 1991.
- (3) Have 24 semester credit hours in the disciplines stated in paragraph L.1.c., above. Combinations of college credit courses and approved equivalency examinations totaling 24 semester credit hours may be used, but there is no alternative to the requirement that the 24 hours all be in the stated, business-related disciplines.

### **3. Authority To Grant Waiver. Component ACPB.**

4. Waiver Procedures

- a. Refer to the DACM for Component procedures. DD Form 2588, "Department of Defense Acquisition Corps-Waiver Request," or equivalent applies.
- b. Quarterly, the DACMs shall file copies of approved waivers with the Director, AET&CD.

5. References

- a. Standards. 10 U.S.C. 1732 (a), 1732(b) and 1732(c), DoD Directive 5000.52, subsection D.7., and DoD Instruction 5000.58, subsection F.4. (references (d) (h), and (g)).
- b. Waivers. Section 1732(d) of reference (d), and paragraph F.4.c. of reference (g).
- c. Reporting. Sections 1761(b) and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraph F.16.i. and enclosures 14 and 20.(reference (y)).

## **M. QUALIFICATIONS: WARRANTED CONTRACTING OFFICERS**

### **1. Standards For Granting a Warrant Above The Small Purchase Threshold**

a. Training. Completed mandatory contracting courses for positions at the level and grade at which the person is serving. Certification at that level is sufficient to meet this standard.

b. Education. Bachelor's degree OR 24 semester credit hours in certain disciplines OR pass approved equivalency examinations. The following are the disciplines which can be used: accounting; business finance; law; contracts; purchasing; economics; industrial management; marketing; quantitative methods; organization and management. For a mathematics course to be considered "quantitative methods" it must be mathematics applied to business and management, such as probability, statistics, operations research, or mathematics as is normally taught in a school of business, and not pure mathematics such as calculus or differential equations. Equivalency exams are given at installation education centers under a program managed by the DANTES.

c. Experience. Two years in contracting position(s).

2. Exception. The education standard (paragraph M.1.b., above) does not apply to employees who on October 1, 1991, had 10 years of acquisition experience.

3. Authority To Grant Waiver. Component ACPB.

4. Waiver Procedures.

a. Refer to the DACM for Component procedures. DD Form 2591, "Department of Defense Contracting Officer Waiver Request," or equivalent applies.

b. Quarterly, the DACMs shall file copies of approved waivers with the Director, AET&CD.

5. References

a. Standards. 10 U.S.C. 1724(a) and 1724(c), DoD Instruction 5000.58, paragraphs F.7.a., F.7.b., F.7.c., and F.7.d., and DFARS Part 201.603-2 (references (d), (g), and (j)).

b. Waivers. Section 1724(d) of reference (d), and paragraph F.7.e. of reference (g).

c. Reporting. Sections 1761(b) and 1762(c)(10) of reference (d), and DoD Instruction 5000.55, paragraph F.16.i. and enclosures 14 and 22 (reference (y)).

N. QUALIFICATIONS: CONTRACTING OCCUPATION (GS-1102)

1. Standard

Education. Bachelor's degree, OR 24 semester credit hours in certain disciplines, OR pass approved equivalency examinations. The following are the disciplines which can be used: accounting; business finance; law; contracts; purchasing; economics; industrial management; marketing; quantitative methods; organization and management. For a mathematics course to be considered "quantitative methods" it must be mathematics applied to business and management, such as probability, statistics, operations research, or mathematics as is normally taught in a school of business, and not pure mathematics such as calculus or differential equations. Equivalency exams are given at installation education centers under a program managed by the DANTES. Training courses with ACE credit recommendation may not be counted toward the 24 semester credit hour requirement.

2. Exceptions

- a. The standard does not apply to employees who on October 1, 1991, had 10 years acquisition experience.
- b. The standard does not apply to any employee for the purpose of continuing to serve in the position in which the employee was serving on October 1, 1993, or any other position in the same or lower grade and involving the same or lower level of responsibilities as the position in which the employee is serving on such date. (Employees MUST meet the standard to advance into a HIGHER-graded position.)

3. Authority To Grant Waiver. Component ACPB.

4. Waiver Procedures

- a. Refer to the DACM for Component procedures. DD Form 2591, or equivalent applies.
- b. Quarterly, the DACMs shall file copies of approved waivers and ACPB certifications with the Director, AET&CD.

5. References

- a. Standard. 10 U.S.C. 1724(b) and (c), and DoD Instruction 5000.58, paragraphs F.7.a., F.7.b., F.7.c., and F.7. d. (references (d) and (g)).
- b. Waivers. Section 1724(d) of reference (d), and paragraph F.7.e. of reference (g).
- c. Reporting. Sections 1761(b), 1762(c)(7), and 1762(10) of reference (d), and DoD Instruction 5000.55, paragraph F.16.i., and enclosures 14 and 22 (reference (y)).
- d. Comments. If the position is a CAP, additional standards apply. See sections J. and L., above. If the position requires a contracting warrant above the small purchase threshold, section M, above, applies.

## **O. ASSIGNMENT QUALIFICATIONS: POSITION CERTIFICATION**

1. **Standard**. Organizations must ensure that individuals meet the certification standards of the position to which they are assigned.
2. **Authority To Grant Waivers**. Waiver authority rests with the Acquisition Executive or DoD Component Head and may be delegated as follows:
  - a. For Levels I and II, waiver approval authority shall be at least two tiers above the individual's supervisor, or at the SES, general or flag officer level, whichever is lower.
  - b. For Level III, waiver approval authority shall be no lower than the commander of an acquisition command, the commander of a major field installation under a defense agency, a general, flag officer or SES in the same functional career field, or the DACM.
3. **Waiver Procedures**
  - a. Assignment to acquisition positions requires that the candidate possess the certification standards of the position before or within 18 months of being assigned to a position to which certification standards apply.
  - b. If the incumbent does not meet the certification standards within 18 months, the organization must initiate a position certification waiver. (No standard form is provided.)
  - c. All Acquisition Executives, through the DACM, shall maintain and be able to provide the USD(A&T), on request, information on the number of waivers granted and the rationale for each waiver.
4. **References**

**Standards**. 10 U.S.C. 1723(a), and DoD Instruction 5000.58, subsection D.7. (references (d) and (g)).
5. **Comment**. A position certification waiver does not constitute certification of the individual. The waiver allows the individual to remain in his or her assigned position.